



Export License Exemption (TMP) Certification Checklist

Export License Exception TMP (Temporary Exports)

To: Export Control Officer

Date: _____

From: _____

Department: _____

Destination: _____

Re: Export License Exception for Temporary Exports/Re-exports*

The export of items, technology, commercial software, and encryption code is subject to export control regulations (this includes laptops, PDAs and digital storage devices). The Department of Commerce’s Export Administration Regulations (EAR) makes an exception to licensing requirements for the temporary export or reexport of certain items, technology, or software for professional use as long as the criteria to which you are certifying below are met. The exception does not apply to any EAR satellite or space related equipment, components, or software, or to any technology associated with high-level encryption products. In addition, this exception does not apply to items, technology, data, or software regulated by the Department of State’s International Traffic in Arms Regulations (ITAR).

Detailed Description of Items, Technology or Software to which this Certification applies:

- Laptop Computer (model: _____, Serial #: _____), UALR Property tag #: _____
- Specialized software: _____
- iPad, UALR Property tag #: _____
- Other: _____

By my signature below, I certify that:

1. I will ship or hand-carry the items, technology, or software abroad as a “tool of the trade” to conduct UA Little Rock business only;
2. **I will return the items, technology, or software to the US on _____ which is no later than 12 months from the date of leaving the US** unless the items, technology, or software are certified by me to have been consumed or destroyed abroad during this 12-month period;
3. I will keep the items, technology, or software under my “effective control” while abroad (defined as retaining physical possession of item or keeping it secured in a place such as a hotel safe, a bonded warehouse, or a locked or guarded exhibition facility);
4. I will take security precautions to protect against unauthorized release of the technology while the technology is being shipped or transmitted and used abroad such as:
 - a. use of secure connections when accessing e-mail and other business activities that involve the transmission and use of the technology,
 - b. use of password systems on electronic devices that store technology, and
 - c. use of personal firewalls on electronic devices that store the technology;
5. I will not ship or hand-carry the items, technology or software **to Iran, Syria, Cuba, North Korea, or Sudan** without consulting with UA Little Rock Officials. If I am planning to travel to these countries, I will consult the UA Little Rock's Export Control Officer.

Signed Name: _____ Date: _____

Printed Name: _____

****Keep a signed copy when traveling abroad.***



Office of Research Compliance – Export Control Export License Exception (TMP) Certification

This checklist summarizes the requirements for an export license exception for temporary export of items or software. Before shipping or hand-carrying any items or software abroad, you will need to file a certification to document this license exception.

These forms need to be filed with UA Little Rock's Export Control Office prior to shipping or hand-carrying the item(s) or software overseas. If you have any questions about this, please contact the Export Control Officer at (501) 916-6209.

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1. Is the item or software to be shipped or hand-carried abroad? Yes No N/A
 2. If the item or software is currently overseas, is it being retransferred to another country or to a new overseas custodian? Yes No N/A
 3. Is the item or software to return to the US within 12 months or either consumed or destroyed abroad? Yes No N/A
 4. Is the item or software for temporary shipment, retransfer or hand-carry going to any country OTHER THAN: Cuba, Iran, North Korea, Syria, or Sudan? Yes No N/A
 5. Will the item or software to be shipped, retransferred or hand-carried be used ONLY either a) as a "tool of the trade" to conduct UALR business, or b) for exhibition or demonstration, or c) for inspection, testing, calibration or repair? Yes No N/A
 6. If for inspection, testing, calibration or repair, the item or software being shipped, retransferred or hand-carried will not go to any of these countries:
Albania, Armenia, Azerbaijan, Belarus, Cambodia, China, Georgia, Iraq, Kazakhstan, Kyrgyzstan, Laos, Libya, Macau, Moldova, Mongolia, Russia, Tajikistan, Turkmenistan, Ukraine, Uzbekistan, or Vietnam? Yes No N/A
 7. Will the item or software remain under the "effective control" of UALR personnel while the property is abroad? Note: "Effective Control" is defined as retaining physical possession of an item or maintaining it in a secure environment such as a hotel safe or a locked or guarded facility. Yes No N/A
 8. If there is an encryption code is it incorporated in the item or on the software media limited to that available through retail purchase (phone order, mail, internet, or over-the-counter transactions)? Yes No N/A

If the answers to ALL of these questions are "Yes" or "N/A" and your equipment, components or software are not designed for use in/with/by satellites or spacecraft or otherwise regulated as a defense article, then your shipment, retransfer or hand-carry is eligible for shipment under License Exception TMP.

If you answered "No" to any of the above or if you have any questions, please call the Export Control Officer at (501) 916-6209.