INSTRUCTIONS FOR COMPLETING
TEMPORARY EXPORT CONTROL FORM

When you leave the United States, you need to know your responsibilities under export control regulations. In particular if you are traveling with your laptop or any other electronic devices these items along with the underlying technology, any data on your device, proprietary information, confidential records, and encryption software are all subject to export control regulations. Some foreign governments have regulations that permit the seizure of travelers’ computers and the review of their contents. U.S. Customs officials are also authorized to review the contents of travelers’ a laptops without probable cause and can be held until your return.

Researchers commonly travel with commercially available electronic devices such as laptops, PDAs, iPads, cell phones, drives, and other digital storage devices. These items often come with pre-loaded encryption software which is subject to the Department of Commerce, Export Control Regulations (EAR). Many of these items can be temporarily exported under the EAR license exception “Temporary exports-Tools of the Trade” (TMP) or Baggage (BAG).

The TMP License Exception provides that when laptops, PDAs and other digital storage devices (and related technology and software) are being used for professional purposes, returned within 12 months, kept under effective control of the exporter while abroad (i.e., kept in a hotel safe or other secured space or facility) and other security precautions are taken against unauthorized release of technology (i.e., use of secure connections, password systems, and personal firewalls), then the TMP License Exception might apply. The baggage (BAG) license exception covers personal items that are owned by the researcher and intended only for their personal use. These License Exceptions do not apply to Cuba, Iran, North Korea, Sudan, or Syria. You must contact your school's export control officer before using either of these License Exceptions, as they are subject to record-keeping requirements. Encryption products, when accompanying their user for the user's personal use or as tools of trade, are eligible for License Exceptions TMP or BAG, subject to the terms and conditions of these License Exceptions.

Countries that Restrict the Import of Encryption Products
Because encryption products can be used for illegal purposes many countries may ban or severely regulate the import and export of encryption products. The import of your laptop with encryption software to certain countries could violate the import regulations of the country to which you are traveling, and could result in your laptop being confiscated, fines, or in other penalties.

For information on customs requirements in a particular country:
• contact that country’s embassy in the U.S., or view its web page (see http://www.state.gov/s/cpr/rls/dpl/32122.htm); OR

• for a general summary of customs rules, see the IATA’s guidance for airlines: http://www.iatatravelcentre.com/customs-currency-airport-tax-regulations.htm

Please complete the attached TMP form. Keep a copy with you while traveling (if possible) and send an original signed copy to me.