**Export License Exception (BAG)**

Traveling Outside the U.S. with Personal Baggage

Tangible personal property becomes subject to export controls when taken outside the United States. Federal Export Administration Regulations allow an export license exception (BAG) for the temporary export of commodities/items, technology, or software for personal use. This exception is available for such things as **computers,** **digital storage devices**, **smart phones**, and other **devices with electronic applications**. Prior to leaving the U.S., it is highly recommended the traveler contact IT for guidance regarding cyber security precautions for electronic devices, software, and technology.

This BAG Certification does **NOT** apply to 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 equipment, components, technical data or software designed for military, space or intelligence applications, or that is otherwise controlled under the International Traffic in Arms Regulations (ITAR). If equipment falls in this category, please contact your campus [Export Control Contact](mailto:exportcontrols@sdbor.edu?subject=BAG%20Certification%20).

***For the Traveler:***

* *Complete this BAG before* ***each*** *international trip.*
* *Email a signed copy of this BAG to the campus Export Controls Contact; listing your name and destination country in the subject line.*
* *Keep this signed BAG with you during travel.*
* *Keep this signed BAG in your records for five (5) years from the date of your return to the U.S.*

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| **Traveler Information** | | | | | | | | | | | | | | | | |
| *Individual Responsible for the Export:* | | | | | | | | | | | | | | | |  |
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| ***Name*** | |  | | | | | |  |  | | | | |  |  |  |
|  | | Last | | | | | |  | First | | | | |  | MI |  |
| ***Title*** | |  | | | | | | | | | | | | | |  |
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| ***Institution*** | |  | | | |  | ***Department*** | | |  | | | | | |  |
|  | |  | | | |  |  | | |  | | | | | |  |
| ***Phone*** | |  | | | |  | ***Email*** | | |  | | | | | |  |
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| ***Date Departing USA*** | | |  | | |  | ***Date Returning to USA*** | | | | | |  | | |  |
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| **Destination Countries** | | | | | | | | | | | |
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| ***List arrival and departure dates for each destination country:*** | | | | | | | | | | |  |
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|  | Country | | |  | Arrival Date | | |  | | Departure Date |  |
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|  |  | | |  |  | | |  | |  |  |
|  | Country | | |  | Arrival Date | | |  | | Departure Date |  |
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|  | Country | | |  | Arrival Date | | |  | | Departure Date |  |
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| **Commodities** | | | | | | | | | | | |
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| ***List all commodities, software, and technology you are taking on this trip (attach spreadsheet if more space needed):*** | | | | | | | | | | |  |
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|  |  | | |  |  | | |  | |  |  |
|  | Name of Item | | |  | Manufacturer | | |  | | ECCN |  |
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|  |  | | |  |  | | |  | |  |  |
|  | Name of Item | | |  | Manufacturer | | |  | | ECCN |  |
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|  | Name of Item | | |  | Manufacturer | | |  | | ECCN |  |
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| **Certification** | | | | | | | | | | |
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|  | ***Terms and Conditions***   1. I personally own the item(s), software, and/or technology that I am taking abroad to the country(ies) noted above; 2. I will take the item(s), software, and/or technology outside the borders of the United States only for necessary and appropriate personal use; 3. I am not shipping the items as unaccompanied baggage; 4. The item(s), software and/or technology noted above are not intended for sale or other disposal; 5. I will return the item(s), software, and/or technology to the United States no later than 12 months from the date of export unless they are certified by me to have been consumed or destroyed while abroad during this 12 month period; 6. I will maintain the item(s), software, and/or technology under my "effective control" while abroad. "Effective control" means retaining physical possession of the item(s), or securing the item(s) in such an environment as a hotel safe, a bonded warehouse, or a locked or guarded exhibition facility; 7. I will not take the item(s), software, and/or technology to Iran, North Korea, Cuba, Syria, or Sudan or travel to these countries without consulting with the System Export Control Officer; 8. I will not take any item(s), software, and/or technology incorporating South Dakota generated, non- commercial encryption code outside the borders of the United States; 9. I will protect the software and/or technology against unauthorized access or release by:    1. using secure connections when accessing university IT infrastructure and data for business activities that involve the transmission and access of university data and information;    2. using user access level controls (i.e., usernames and passwords) on electronic devices that store and connect to university data and information; and    3. using network access controls (i.e., firewalls) on electronic devices and equipment to limit access to university infrastructure, data and information.   10. I understand this BAG Certification is only for the personal item(s), software, and/or technology listed in this BAG Certification for this trip. | | | | |  |
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| ***By signing below: I agree to the terms and conditions of this BAG, and I understand that violations of U.S. export control laws are punishable by severe civil and criminal penalties, including monetary fines for which I may be personally liable, up to and including imprisonment:*** | | | | | | | |  |
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|  |  | | | |  |  | |  |
|  | Signature | | | |  | Date | |  |
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