

DHS Form 11055 Guidance

The U.S. Department of Homeland Security (DHS) recently confirmed the requirement for non-US citizens with access to a DHS Information System to complete and submit DHS Form 11055. DHS Form 11055 has been prepopulated with certain required information. Please do not edit any prepopulated fields. You are responsible for completing the following sections of the form:

- Foreign national Information,
- Foreign National Information (Passport/Visa), and
- Foreign National Information (Employer Information),
- Sponsor information (enter information for your site's primary point of contact/administrator person. DO NOT Use HSIN.)
- Host information (enter information for your site's primary point of contact/administrator. DO NOT Use HSIN.)

Additional guidance

- If a field does not apply to your status, then it can be left blank
- Once you have completed the form, save a copy for your records
- Email a copy of the completed form to: Foregin.visitors@hq.dhs.gov and your HSIN-point of contact (i.e., ics-cert@hq.dhs.gov). DO NOT email HSIN.
- The subject line of the email should state: DHS Foreign National Screening

FYI - Once a user has completed the process, they are not required to submit the information again.

If you have any questions, comments, concerns regarding this information, contact ics-cert@hq.dhs.gov (i.e.. DO NOT CONTACT HSIN).