This form will establish that you are a **member of the life sciences community** and that you have a **legitimate reason to order synthetic nucleic acids**. Providers of these materials, such as companies, core facilities, and biofoundries, may ask you for this information.

Note: For orders containing sequences of concern (SOCs) that may pose a biosafety or biosecurity risk, an additional SOC Order Form is recommended.

**PART 1. CUSTOMER INFORMATION**

*You may be asked to verify this information, for example by confirming access to your email or phone number, providing identity documents, or responding to inquiries from customer service agents.*

**1.1 Your Information**

|  |  |
| --- | --- |
| Name |  |
| Institution |  |
| Website link |  |
| Email |  |
| Phone number |  |
| Shipping address |  |

If you are not affiliated with a life sciences institution, or if your email or shipping address does not match the institution listed, please explain:

|  |
| --- |
|  |

**1.2 Will you or your close collaborators be the end users of the synthetic nucleic acids you order?**

**● Yes**, I will use the sequences I order myself or will work closely with others using them. I understand the intended use of the materials I order. 🡪 You have completed the form.

**● No**, I am ordering on behalf of others and/or am unfamiliar with the intended use of the materials I order. 🡪 Please complete **Part 2** of this form.

**PART 2. CUSTOMERS ORDERING FOR OTHER END USERS**

*You should fill in Part 2 if you are ordering synthetic nucleic acids for another end user, for example if you conduct procurement for an academic department, purchasing for a life sciences company, or act as a supplier or reseller of life sciences products.*

**2.1 What type of life sciences institution are you affiliated with?**

 **●** Research institution (e.g. academic, non-profit, governmental)

 **●** Company

 **●** Supplier of life sciences products or services

 **●** Other:

**2.2 Will the synthetic nucleic acids you order be used only within your institution?**

 **● Yes**. 🡪 Complete **2.3 Additional Institutional Contact** only.

 **● No**. 🡪 Complete **2.4 Additional Information for Suppliers and Resellers** only.

**2.3 Additional Institutional Contact**

*This person may be contacted to assist in verifying that you are a member of the life sciences community with a legitimate reason to order synthetic nucleic acids.*

|  |  |
| --- | --- |
| Name |  |
| Title |  |
| Email |  |
| Phone number |  |
| Link with additional information |  |

**2.4 Additional Information for Suppliers and Resellers**

You should answer questions 2.4.1 and 2.4.2 (on the next page) if the synthetic nucleic acids you order will be sent to customers or end users outside of your institution.

**2.4.1 Attach or provide a link to one or more kinds of documentation to establish that your institution is legitimate.** You may include documentation that shows one or more of the following *(check all that apply)*:

**■** Institution is an established legal entity

 *(e.g. official incorporation documents, business license, tax documents)*

**■** Institution has a mission or purpose that includes life sciences

 *(e.g. annual report, grant documents, contracts)*

**■** Institution provides biosafety oversight or training

 *(e.g. documentation of biosafety oversight, codes of conduct)*

**■** Institution is part of the scientific community

 *(e.g. scientific publications, participation in relevant conferences, Material Transfer Agreements with*

 *established life sciences institutions)*

**■** Institution has obtained regulatory approval or official certification for work with life sciences

 materials

 *(e.g. local approvals such as fire safety inspections, national approvals to work with GMOs such as U.K.*

 *HSE form CU-1 or Australia OGTR license)*

Describe the documentation you have provided and what it shows:

|  |
| --- |
|  |

**2.4.2 Will you be sending or transferring synthetic nucleic acids to locations outside the country of your shipping address?**

**●** Yes. If yes, list countries:

**●** No.