Federal Reserve Bank of Boston
Law Enforcement Group Registration Form Instructions

This form is to be used for providing the names of individuals that are part of a group coming into the Federal Reserve Bank of Boston for a scheduled conference, meeting, or event.

How to Use the Group Registration Form
1. Open the **FRB Group Registration Form**
2. The file contains two worksheets. The first worksheet tab is the Group Registration Form. The second worksheet tab is the Instructions.
3. Follow the guidelines below when entering information in the spreadsheet columns.
4. Once you have completed the spreadsheet, save the file using the meeting date and name and email it to:
BOS LEUSupervisors/BOS/FRS

How to enter information in the spreadsheet columns
* Items with asteriks are required fields
FirstName *   Enter the visitor's First name**.**

LastName *   Enter the visitor's Last Name**.**
Note: If possible, please provide the names as they appear on the individual's driver's license.

Company   Enter the visitor's Company.   (Optional field)

Category *   Category refers to the company being visited. Click in the cell, then using the drop down arrow, choose your company's name. **(Required Field)**

Reason *   Enter the **date** and the **name** of the event/conference/meeting
   Note: Including the name and date is important so that reason applies only to these visitors and not to any past visits, for example, 10/13/09 Economic Conference.

ValidFrom *   Enter the visitor's arrival date and time in the following format: mm/dd/yy h:mm am/pm. For example, 10/13/09 9:00 AM. **(Required field)**
   Note: The form will convert the time to a 24 hour format.

ValidTo   This field is required if the conference extends over more than one day. Enter the visitor's departure date and time in the following format: mm/dd/yy h:mm am/pm. For example, 10/16/09 5:00 PM.
   Note: The form will convert the time to a 24 hour format.

Sorting the spreadsheet - In order to sort the spreadsheet, only select the rows with the visitor data, not the header row (the header row is protected). Then choose Data, Sort.

If you need any assistance in completing the spreadsheet, please contact **James O'Brien or David Shaw of Law Enforcement at (617) 973-3602**.

Visitor Registration Form for Groups

FirstName	LastName	Company	Reason	ValidFrom	ValidTo