

Request for Visit

1. ADMINISTRATIVE DATA

REQUESTOR:

DATE: / /

TO:

VISIT ID:

2. REQUESTING GOVERNMENT AGENCY OR INDUSTRIAL FACILITY

NAME:

POSTAL ADDRESS:

3. GOVERNMENT AGENCY OR INDUSTRIAL FACILITY TO BE VISITED

NAME:

ADDRESS:

TELEX/FAX NR:

POINT OF CONTACT:

TELEPHONE NR:

4. DATE OF VISIT: / / TO / / (/ / TO / /)

5. TYPE OF VISIT (SELECT ONE FROM EACH COLUMN):

GOVERNMENT INITIATIV

COMMERCIAL INITIATIV

INITIATED BY REQUEST AGENCY OR FACILITY

BY INVITATION OF THE FACILITY TO BE VISITED

6. SUBJECT TO BE DISCUSSED (max 5 lines)

7. ANTICIPATED LEVEL OF CLASSIFIED INFORMATION TO BE INVOLVED:

8. IS THE VISIT PERTINENT TO:

SPECIFY:

A SPECIFIC EQUIPMENT OR WEAPON SYSTEM
FOREIGN MILITARY SALES OR EXPORT LICENCE
A PROGRAMME OR AGREEMENT
A DEFENSE ACQUISITION PROGRAMME
OTHER

**REQUEST FOR VISIT (CONTINUATION)
SECURITY CERTIFICATION AND STATEMENT**

VISIT ID: _____

10. THE SECURITY OFFICE OF THE REQUESTING GOVERNMENT AGENCY OR INDUSTRIAL FACILITY

NAME: _____ TELEPHONE NR: _____

SIGNATURE: _____

11. CERTIFICATION OF SECURITY CLEARANCE

NAME: _____
ADDRESS: _____
TELEPHONE: _____

SIGNATURE: _____

12: REQUESTING NATIONAL SECURITY AUTHORITY

NAME: _____
ADDRESS: _____
TELEPHONE: _____

SIGNATURE: _____

13. REMARKS:

14. FURTHER INFORMATIONS

		Y	N		
a. Visitor(s) will carry	-Uniform	<input type="checkbox"/>	<input type="checkbox"/>	Type: _____	
	-Weapons	<input type="checkbox"/>	<input type="checkbox"/>		
b. Visitor(s) will use	-Own car	<input type="checkbox"/>	<input type="checkbox"/>	No: _____	
	-Own plane	<input type="checkbox"/>	<input type="checkbox"/>		

Detailed instructions for completion of Request for Visit

These detailed instructions are guidance for the visitors who complete the RFV in the case of one-time visits or by the agency or facility security officer in case of recurring visits in the framework of approved program's or projects. Since this RFV-format is designed for manual as well as for automated use it is required that a corresponding distinction is made in the completion of some items. When this distinction is applicable reference is made in the text of the item under "Remark(s)".

Heading: In case of a manual application mark the appropriate box in left and right column.

1. ADMINISTRATIVE DATA

Do not fill in (to be completed by requesting Embassy).

2. REQUESTING GOVERNMENT AGENCY OR INDUSTRIAL FACILITY

Mention full name and postal address; include city, state, postal zone, as applicable.

3. GOVERNMENT AGENCY OR INDUSTRIAL FACILITY TO BE VISITED

Mention full name and full address; include city, state, postal zone, telex or fax, telephone number. Mention the name and telephone number of your main point of contact or the person with whom you have made the appointment for the visit.

Remarks:

- 1) Mentioning the correct postal zone (zip code) is very important because there can be different facilities of the same company.
- 2) In case of an automated application only 1 agency or facility can be stated.
- 3) In case of a manual application, an annex can be used when two or more agencies or facilities have to be visited in the framework of the same subject. When an annex is used, item 3 should state: "SEE ANNEX, NUMBER OF AGENCIES/FAC.:..." (state number of agencies/facilities).

4. DATES OF VISIT

Mention the actual date or period (date-to-date) of the visit by "day-month-year". If applicable, place an alternate date or period in brackets.

5. TYPE OF VISIT

Mark one item of each column as indicated. Government initiative will be specified only if the visit is in support of an authorized government program, which must be fully described in item 8.

6. SUBJECT TO BE DISCUSSED/

Give a brief description of the **JUSTIFICATION** subject(s) motivating the reason of visit. Do not use unexplained abbreviations.

Remarks:

- 1) In case of a recurring visit this item should state "Recurring Visits" as the first words in the data element (e.g. Recurring Visits to discuss....)
- 2) It is strongly advised to repeat the subject to be discussed and or the justification of the visit in the language of the receiving country.

7. ANTICIPATED LEVEL OF CLASSIFIED INFORMATION TO BE INVOLVED

Mention SECRET, CONFIDENTIAL, RESTRICTED or UNCLASSIFIED as applicable.

8. IS THE VISIT PERTINENT TO

Mark the appropriate line yes (**Y**) and specify the full name of the government Project, FMS-case etc., or request for proposal or tender offer using commonly used abbreviations only.

9. PARTICULARS OF VISITOR

NAME: family name, followed by first forename in full and middle initial(s)

DOB: date of birth (day-month-year)

POB: place of birth (city-state-country)

SC: actual security clearance status, e.g., TS, S, C. Indicate NATO clearance if the visit is related to NATO business.

ID-PP: enter the number of identification card or passport, as required by host government.

NAT: enter nationality and/or citizenship in 2-letter-code in accordance with the General Instructions paragraph 1.4.

POSITION: Mention the position the visitor holds in the organization (e.g., director, product manager, etc.)

COMPANY/AGENCY: Mention the name of the government agency or industrial facility that the visitor represents (if different from item 2).

10. THE SECURITY OFFICER OF THE REQUESTING AGENCY

This item requires the name, telephone number of the requesting agency/facility security officer.

11. CERTIFICATION OF SECURITY CLEARANCE

Do not fill in (to be completed by government certifying authority.)

Note for the certifying authority:

- a. Mention name, address and telephone number (can be pre-printed).

- b. This item should be signed and eventually stamped, as applicable.
- c. If the certifying authority corresponds with the requesting National Security Authority enter: "See item 12".

12. REQUESTING NATIONAL SECURITY AUTHORITY

Do not fill in.

Note for the requesting NSA:

- a. Mention name, address and telephone number (can be pre-printed).
- b. Sign and eventually stamp this item.

Remark: Item 11 and 12 may be filled in by the appropriate official of the Embassy of the requesting country.

13. REMARKS

- a. This item can be used for certain administrative requirements (e.g. proposed itinerary, request for hotel, and/or transportation).
- b. This space is also available for the receiving NSA for processing, e.g., "no security objections", etc.
- c. In case of an Emergency Visit the name, telephone and fax numbers of the knowledgeable person (Doc. 7, section II, point 2a) should be stated.
- d. In case a special briefing is required, the type of briefing and the date that the briefing was given should be stated.