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Official Visitor Request

I. Purpose:

This procedure provides the instructions on how to prepare an official visitor request.

II. Cautions and Hazards:

None.

III. Requirements:

- Official Visitors can be sponsored only seven days per fiscal year. Official visitors visiting the Laboratory for more than seven service days per fiscal year require Division Director's approval. A memo needs to be attached to the affiliate invitation request stating the reasons the official visitor will be at the Laboratory for more than seven service days. The maximum extension is 10 days.

IV. Procedure:

A. Requesting a Visit by a U.S. Citizen:

1. Fill out an *Official Visitor Invitation Request Form* (Form 910).
2. Send the completed form to HR Staffing MS P219 (must be original).

Note: Late submittals require a late justification memo from the host through the Group Leader and Division Director.

3. Send copy to CFO1 Affiliate Travel MS P234 and to sponsoring organization.
4. Fill out *US Visitor Badge Request Form* (Form 1735) along with *Request to Create or Update EIS Record Form* (Form 1782).

B. Requesting a Visit by a Non-U.S. Citizen:

All uncleared non-U.S. citizens and permanent resident aliens visiting or on assignment to LANL require prior DOE or DOE-delegated approval. Contact the Foreign Visits and Assignment Office at 665-1572 regarding approval.

1. Fill out a *Request for Unclassified Visit or Assignment by a Foreign National* (Form 982).
2. Email copy of 982 to Division office for review and possible changes.
3. Obtain the required signatures.

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4. Send the original completed form to MS P237 (phone 665-0760; fax 667-8650) at the Visitors and Immigration Services Office before the official visitor's arrival.
Note: Late submittals require a late justification memo from the host through the Group Leader and Division Director.
5. Send copy to BUS-1 Affiliate Travel P234, phone # 667-4138.
6. The host certification approval will be email from foreign visit office, print and file a copy with the completed and signed 982 form.
7. Email a copy of the host certification to division office for their records.
8. Enter a two month follow up date prior to the 982 expiration date into meeting maker for a renewal follow up.
9. Notify the appropriate office personnel when a 982 comes up for renewal.

V. References:

None.

VI. Attachments:

None.