



# CONTRACTOR COUNTRY CLEARANCE REQUEST (CCCR)

## I. TRAVELER INFORMATION

1. Name (Last, First, MI)		2. Traveler's Place of Birth (State <b>or</b> Country, if not U.S.)	
3. Passport Number	4. Passport Type	5. Country of Passport Issuance	

## II. EMPLOYER INFORMATION

6. Employer - Name of Contracting Company		7. Name of Contracting Company POC or FSO	
8. Phone Number of Contracting Company POC or FSO		9. E-Mail of Contracting Company POC or FSO	
10. Name of DoS COR or POC		11. Office/Bureau of DoS COR or POC	

## III. TRAVEL INFORMATION

12. Contract Number under which this Travel is Authorized		13. Clearance Level (if applicable)	
14. Destination Post/Site	15. Travel Date - Arrival (mm-dd-yyyy)	16. Travel Date - Departure (mm-dd-yyyy)	

17. Purpose of Visit

## IV. INFORMATION FOR POST

18. Name and Title of Post Sponsor or DoS Site POC	19. Access to PCC Required? <input type="checkbox"/> Yes <input type="checkbox"/> No
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20. Electronic Equipment to be brought onto Post/Site

## ACRONYMS

CCCR	Contractor Country Clearance Request	PCC	Post Communications Center
COR	Contracting Officer's Representative	POC	Point of Contact
DoS	Department of State	RSO	Regional Security Officer
DS	Diplomatic Security	SCI	Sensitive Compartmented Information
DS/IS/IND	Industrial Security Division	SSM	Site Security Manager
FSO	Facility Security Officer	SSO	Special Security Office
MRPT	Moderate Risk Public Trust	VAR	Visit Authorization Request

## PRIVACY ACT STATEMENT

**Authorities** The information solicited on this form is requested pursuant to applicable provisions of 22 USC 3927 and 22 USC 4802.

**Purpose** The purpose for soliciting the information is to provide the Bureau of Diplomatic Security's Industrial Security Division (DS/IS/IND) with the minimum data required to positively establish the identity of the traveler for security clearance verification and travel eligibility purposes.

**Routine Uses/Disclosure** The information solicited on this form may be disclosed pursuant to a court order or to law enforcement officials in the conduct of authorized investigations.

Information requested is voluntary but failure to provide the information requested on this form may result in the denial or delay of the requested country clearance.

# INSTRUCTIONS AND PURPOSE: CONTRACTOR COUNTRY CLEARANCE REQUEST (CCCR)

## SUBMISSION INSTRUCTIONS

### General

Form may be filled out by contractor traveler, or by contractor's FSO or Project Manager. Print or type information neatly.

**If the traveler will visit more than one Post/Project Site, a separate CCCR must be submitted.**

### Section II

7. - 9. List name and e-mail of contracting company POC. If you have a clearance, this should be your FSO. If you do not have a clearance, list your program manager.

10. - 11. List name and bureau of DoS COR or project/task manager. Examples of Bureaus: DS (*Diplomatic Security*), OBO (*Overseas Building Operation*), CA (*Consular Affairs*), IRM (*Information Management Bureau*).

### Section III

13. Specify Level of Clearance by selecting from the drop list. (*Choices: None, Interim MRPT, MRPT, Interim Secret, Secret, Interim Top Secret, Top Secret*)

### Section IV

18. List name and title of Post Sponsor or Site POC. Examples of Titles: Facility Manager, Information Management Officer, Consular Affairs Officer, Site Security Manager, Project Director or Project Manager.

### Submission

Completed form should be submitted via e-mail to DoS COR or DoS Project/Task Manager and to DS/IS/IND at INDeCCcerts@state.gov .

COR or DoS Project/Task Manager will convey approval or disapproval of travel to requestor and DS/IS/IND. If the COR does not approve/disapprove travel within 2 business days, DS/IS/IND will seek approval/disapproval on the requestor's behalf.

If access to the PCC is required, DS/IS/IND will coordinate approval with the CSB TelClear entity.

DS/IS/IND will send a Contractor Travel Notification e-mail to appropriate entities at Post/Site (*RSO, SSM, Post/Site Sponsor*) with a courtesy copy to the COR or DoS Project/Task Manager and the contractor requestor.

CCCRs will be processed by DS/IS/IND within 2 business days whenever possible. Submission of incomplete or incorrect forms, and coordination with and receipt of approval for travel from COR or DoS Project/Task Manager, may require more than 2 business days.

## PURPOSE OF THIS FORM

This form is to be used by DoS contractors (*an individual employed by a firm under contract to DoS to perform services for DoS - sometimes referred to as "third party contractors"*) only. This form will be used to notify overseas DoS diplomatic facilities or project sites of the contractor's intention to visit or deploy to the overseas facility or site in conjunction with official contract business for DoS. This form should not be utilized for notification of personal travel, and may only be used by DoS contractors. Contractors under contract to other Agencies must arrange for travel notification through that Agency.

Submission of this form will result in official notification to RSOs, SSMs, and Post Sponsors (*when applicable*) of dates of visit (*Note 1 and 2*), purpose of visit, all Posts/Project Sites to be visited during dates provided, security clearances level (*or Public Trust Investigation data - Note 3*), whether PCC access is required, passport information and any electronic equipment the traveler intends to bring onto Post/Project Site (*Note 4*).

This form should not be sent directly to Post/Project Site by the contractor. RSO/SSM will not accept information from any entity other than DS/IS/IND, who is responsible for processing of VARs, maintenance of the database for all contractor clearances, and certification of contractor clearance levels for all contractors who will either perform at, or visit DoS locations.

**Note 1** - Contractor travel notifications do not convey flight arrival/departure information. Itineraries should be provided by the traveler/contracting firm directly to Post Sponsor or Site POC if requested by Post/Site.

**Note 2** - Lodging, meet and greet, and transportation requests cannot be accomplished via CCCRs. Any Post/Project Site assistance should be coordinated separately with the Post Sponsor, Project Site POC, or by the COR.

**Note 3** - SCI indoctrination status cannot be passed via CCCR. If SCI status info is required for travel to Post, contractor should contact DS SSO.

**Note 4** - Listing electronic equipment on the CCCR does not constitute approval or permission to bring items onto Post or Site. Approval to bring electronic items on Post/Project Site should be coordinated separately with Post Sponsor or SSM.