

## VISIT AUTHORIZATION AND SECURITY CLEARANCE CERTIFICATION REQUEST

**COMPLETE NAME, ORGANIZATION, ADDRESS, AND TELEPHONE NUMBERS TO BE FURNISHED FOR ITEMS 1 AND 2**

<p><b>1. TO:</b> ORGANIZATION: ADDRESS:  TELEPHONE:                      FAX:</p>	<p><b>2. FROM/REQUESTOR:</b> ORGANIZATION: ADDRESS:  TELEPHONE:                      FAX:</p>
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3. VISITOR(S) NAME <i>(Last, First, Initial)</i> AND SSN	DATE AND PLACE OF BIRTH	COURIER CARD NO.	4. SECURITY OFFICE USE ONLY			
			CLEARANCE LEVEL	DATE GRANTED	BASIS FOR CLEARANCE	CITIZEN OF

**5. PURPOSE OF VISIT**

<b>6. DATE(S) OF VISIT OR CERTIFICATION</b> (Not to exceed 1 year)	<b>7. REQUIRED LEVEL OF CLEARANCE</b>
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**8. POINT(S) OF CONTACT** (List intended recipient(s) of clearance data)

<b>A. NAME</b>	<b>B. ORGANIZATION</b>	<b>C. PHONE</b>	<b>D. FAX NO.</b>
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**9. REMARKS**

<b>10. REQUESTOR</b>	OFFICE/DIVISION	DATE
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**11. NEED TO KNOW CERTIFICATION:** For government employees, certification by the immediate supervisor. For contractors and their employees, certification by the contracting officer or an authorized representative responsible for monitoring the work performed by contractor.

I certify that access by the visitor(s) is in the national interest.	SIGNATURE <i>(Name/Title)</i>	DATE
		----- PHONE

<b>12. SECURITY OFFICER CERTIFICATION</b> <i>(Name/Title)</i>	SIGNATURE	DATE
		----- PHONE

**APPROVAL FOR THE VISIT IS ASSUMED UNLESS OTHERWISE NOTIFIED**

**PRIVACY ACT STATEMENT:** Collection of the information requested is authorized by Executive Orders 10450 and 12356. Personal information, including the social security number, will be used to correctly identify visitor for access to classified information and controlled areas. Inadequate or incomplete information may result in delaying or withholding the visit authorization or access to classified information.

**INSTRUCTIONS:** Form must be typewritten. Submit to servicing Security Officer within 10 working days in advance of proposed visit. If classified materials are to be handcarried, visitor must possess a Courier Authorization Card, CD-75 authorization number under Courier; otherwise indicate N/A. Forward copies 1 and 2 to Security Office; requesting office retain copy 3.