

## Instructions on completing the Request for Visit Form

If you need additional space for the number of visitors, do the following:

1. Print your completed Request for Visit Form
2. Click on “Additional Visitors” beside the left hand Bookmarks tab.
3. Fill in as many “Visitor Particulars” as needed up to a maximum of 7 per page.
4. Print the form in anticipation of mailing/faxing.
5. Press “Clear Form”,
6. Repeat steps 1-4 as required to complete the particulars of as many visitors as you anticipate.

Dates are entered in the following format: yyyy-mm-dd, or for a date of November 6, 1951, the required entry would be 1951-11-06

Telephone numbers are entered number only, with no spaces, dashes or slashes. ie the number (819) 956-5555 would be entered as 8199565555, and will be formatted properly on output.

These instructions are for Canadian visits ONLY (Canada to Canada) - not for foreign countries:

After printing the Request for Visit form, remember to sign in the appropriate spots provided and fax copy to the International Industrial Security Directorate (IISD), Visits Section, at this number: 301-833-3942.