

## **The International Visit Process:**

Your company sends the U-1201 visit request form to DISCO. The form must be typed. Please note that Germany and Saudi Arabia **and Canada** requests must be submitted on a country specific form. All other visits are to be submitted on the U-1201 form. Please spell out all dates on the form, e.g., 24 May 07 in lieu of 5-24-07.

DISCO only process requests to non-U.S. sites. Requests to U.S. Embassies, U.S. Military sites or U.S. ships docked overseas are not processed by DISCO.

International visit requests must be faxed to DISCO at 301-833-3942, Attn: International.

DISCO will verify clearance information for all visitors and ensure that the request form is completed correctly. Your visit request will be rejected back to you for correction if there are errors. Your FSO office will receive a stamped copy back via fax if the visit request is processed. **The stamped copy is confirmation only and is not an approval. You must call the point of contact (POC) listed in the visit form's block 3 to verify approval prior to making travel arrangements.** DISCO forwards the visit form to the U.S. Embassy in the applicable country.

The Embassy office will process and forward the visit request to the appropriate government office for that country. That government office will then either reject the visit request or forward an approval to the site to be visited. DISCO will notify the company that submitted a visit request should one be rejected.

Each country has specific lead time requirements for processing visits. These are subject to change. An emergency justification letter must be submitted if the request is not submitted in sufficient time to allow for required processing lead times. Emergency letter requirements are listed below.

NATO sites are not subject to lead processing time requirements.

## **General Information**

Required lead times. Refer to the National Industrial Security Program Operating Manual, Chapter 10, Section 5, Paragraph 10.506 and Appendix B-2 for lead times. The NISPOM lead times are for reference because foreign governments can change their required lead times. DISCO does not maintain a formal listing to send to customers. The current processing times follow. **In addition, you must also allow up to five (5) business days for processing at DISCO.**

**Country, Days required lead time** - All countries not listed, 30

AUSTRALIA, 30  
BELGIUM, 20

CANADA, 30  
FRANCE, 35  
GERMANY, 30  
GREECE, 20  
ITALY, 40  
JAPAN, 30  
NETHERLANDS, 20  
NORWAY, 30  
POLAND, 25  
SAUDI ARABIA, 30  
SPAIN, 25  
SWITZERLAND, 40  
TURKEY, 15  
UNITED KINGDOM, 30

**Emergency visit requests.** An Emergency visit request must be submitted for any international visit requirement that is not submitted within required processing timelines. Each country must be permitted a minimum of five (5) business days for processing of emergency visit requests. In addition, you must also allow up to five (5) business days for processing at DISCO.

The **emergency letter** must meet the following requirements:

1. It can be in letter or email format.
2. It must be from:
  - on letterhead or from the e-mail address of the POC in the visit request's Block 3
  - a military POC
  - a NATO site
  - the Embassy of the country to be visited
3. The justification for the visit must state the significant nature of the visit and express that the visit can not be rescheduled.
4. The letter must identify the beginning and ending dates of visit. An emergency visit cannot exceed 30 days and the dates must match those on the visit request form.
5. All visitors on the visit request must be listed on the emergency letter.

### **General Guidelines for Unclassified International Visit Requests**

Please keep in mind there are always exceptions and different countries may change their criteria.

An unclassified visit can not be processed as an emergency visit. In general, all unclassified visits can be coordinated directly with the site to be visited and do not need to be routed through DISCO. DISCO's purpose in passing an international visit request is to verify clearances and pass them via a government to government channel. As such, DISCO only processes visit requests that are classified. The two exceptions are listed below. Keep in mind that a visit is classified if classified information is involved or if the site is classified.

If access to classified material is involved, you must list the level of classification on the visit form's Block 7. If the site is a classified site, you must state "site classified" on the visit request in Block 7.

#### EXCEPTIONS

- All visits to a NATO site will be processed, since the clearance must be passed for entry. A NATO briefing is required and must be verified.
- In the case of an Attached visit, an Unclassified visit request may be processed, but approval is at the discretion of the country to be visited. Note that an Attached visit is a long-term visit where the individual will be living in the foreign country and working at the site for up to a three-year period. You must write in large letters across the top of the visit request form "ATTACHED" to ensure appropriate processing is completed. Do not check the reoccurring box on attached visits.