

SAUDI Instructions for Customer

Form

Must be submitted on Saudi form

Please do not alter form in any way. Form remains somewhat small with surrounding 1” margins.

To pull up Saudi form correctly you may have to select View – Print Layout.

If it prints too small you may have to increase to 115% of normal size.

Form must be typed, DO NOT WRITE ON FORM

Must be hand-signed by FSO

Ensure all blocks are completed.

Attachments

Visitor SSN does not go on Saudi form, but please write it in on cover sheet for DISCO verification.

Please be sure to include copy of passport.

Please also include a new color picture. Photo must be an original, not a Xerox copy.

Special blocks to review

Complete the visit request form to Saudi Arabia as indicated in the procedures on completing Form 1201.
Special blocks to review:

Block 11 – Be as specific as possible. Training, job title, or site visit will not be accepted.

Block 12 – If you do not have enough room in this block please include as much of the address as possible in this space then type *SEE ABOVE LEFT. Type complete site address on the top left blank portion of page. Include site address, POC and contact numbers. Saudi will reject if nothing but SEE ABOVE is provided in this block.

Block 15 – Please note that due to the time frame in getting these visits to Saudi that they may not even receive the visit in time. Dates will not be adjusted for processing time, we will process as is.

Block 20 - School/College – Please provide name, city and state of school (such as Ohio State University, Columbus, Ohio) or at least school name and state. Visits have been submitted in the past with School: College and Education: College. The appropriate answer would be school name, school location, and level of education such as 1 year college, Associate degree, B.S. Degree, etc.

Block 21 - Please provide your company cage code, company name, complete address, FSO name and contact numbers.

Block 22 – Visitor address and contact number.

Block 24 – Must be handsign by the FSO. Ensure that this is FSO signature and NOT that of visitor.

If you have any questions, please contact the DISCO office.

DISCO REVIEW (Internal Use for Saudi Arabia Visits Only)

Second Signature line – Sign *authorized government representative's* name, job title and write the word “for” under your name.

Remarks - Place stamps – address stamp on left, seal on right

If POC name (Block 3) is missing, site name and address will suffice.

You have now reviewed form

- **Verify visitor in JPAS**

On a post it note write down last name of visitor, cage code, company name, and level of Indoctrination. (This is because cage code and company name may be missing from form).

- **Log visit**

(This is where that post it will be handy to jot down the visit id number)

- **Type fax cover sheets**

You will have the cage code, id number, company name, and visitor name from your notes.
Fax number can be found in Block 21 (or may have to look in file or on attached papers)

- **You should now have:** Our fax sheet, 2 pages of the visit request, passport, color photo
- **Xerox 2-3 copies of entire packet.** If faxing you will need 2, if mailing you will need 3.
Make sure to lighten copy on some of the photos or picture will not turn out
- **Give 1 copy of each packet for CI review**
- **Keep 1 copy for our fax and/or file copy**
- **Original goes to Saudi** – Make sure this is **Original** visit form with signatures in ink
Make sure this packet has **Original** photo

Email Saudi - **Christopher.Rankin@usmtm.sppn.af.mil**

Inform them you are sending visit. Use format similar to following. Provide name, dates of visit and document number.

*** SAMPLE ***

Hello, I am now sending the following visits:

Pennington, Charles F. 25 Feb 06 – 24 Feb 07 5K135-06-144

Jermanski, Mark J. 13 Feb 06 – 12 Feb 07 3B150-06-143

Ullman,, Christopher R. 20 Feb 06 – 20 Mar 06 3B150-06-142

Authorized government representative's name
DISCO Personnel Clearance Division,
International Branch
301-833-3942

- **Mail Saudi originals:**

Use 2 envelopes

Address inside envelope to **MAJOR CHRISTOPHER C. RANKIN**, and seal

Put this inside another envelope and address to (provided on fax cover)

MAIL TO: CHRISTOPHER C. RANKIN
MAJOR, US ARMY
J-2/Intelligence & Security Advisor,
Ministry of Defense and Aviation (MODA)
USMTM/JOINT ADVISORY DIVISION
UNIT 61300, BOX 7
APO AE 09803-1300

- **DISCO office copy** - Ensure it is checked off twice, once for CI and once for mailed copy
- **Fax or mail visit copies to FSO and file.**