

## DETAILED INSTRUCTIONS FOR COMPLETION OF REQUEST FOR VISIT

These detailed instructions are guidance for the visitors and the Security Officers who complete the RFV.

<b>HEADER</b>	Insert full country or international organisation name (e.g. NATO, EU, etc) of the host.
<b>1. TYPE OF VISIT REQUEST</b>	<p>Select the appropriate checkbox for the type of visit request.</p> <p>If the Emergency checkbox is selected, complete the remarks portion in item 16 of the RFV Form to explain the reasons behind the emergency RFV.</p> <p>If the Amendment checkbox is selected, mark the appropriate checkbox for the type of amendments and insert the reference number provided by the NSA/DSA of the original RFV that the amendment is made to.</p> <p>Depending on the laws/regulations of the countries involved, a one-time visit request which is issued for the posting of personnel may require additional information/documents to be included with the RFV Form.</p>
<b>2. TYPE OF INFORMATION/MATERIAL OR SITE ACCESS</b>	Select the appropriate checkbox for the type of information/material or site access.
<b>3. SUMMARY</b>	Please note that this section is defaulted to “1” (one) as the number of sites and “1” (one) as the number of visitors, and is not editable. These numbers will update automatically if you add additional sites in Annex 1 or add additional visitors in Annex 2.
<b>4. ADMINISTRATIVE DATA</b>	<p><u>DO NOT FILL IN – LEAVE BLANK</u></p> <p><i>To be completed by requesting NSA/DSA if required.</i></p>
<b>5. REQUESTING GOVERNMENT AGENCY, ORGANISATION OR INDUSTRIAL FACILITY</b>	<p>Select the appropriate checkbox (only one box) for the entity of the requesting government agency, organisation or industrial facility.</p> <p>Insert the full name, full postal address (include city, province/state, and postal zone), e-mail address, facsimile number and telephone number.</p>

<b>6. GOVERNMENT AGENCY(IES), ORGANISATION(S) OR INDUSTRIAL FACILITY(IES) TO BE VISITED</b>	Complete Annex 1 to the RFV Form to include information on all of the sites to be visited.
<b>7. DATE OF VISIT</b>	Insert the period of the visit by using numeral “day/month/year” (dd/mm/yyyy).
<b>8. TYPE OF INITIATIVE</b>	Select one item from each column as indicated.
<b>9. IS THE VISIT PERTINENT TO</b>	Select the appropriate checkbox and specify the full name of the government project/programme. Foreign Military Sales-case, etc., or request for proposal or tender offer. Abbreviations should be avoided.
<b>10. SUBJECT TO BE DISCUSSED/ JUSTIFICATION/PURPOSE</b>	<p>Give a brief description of the subject(s) motivating the visit. If known, include the details of the host Government/Project Authority and solicitation/contract number. Abbreviations should be avoided.</p> <p><u>Remarks:</u></p> <p>1) In case of a recurring visit, this item of the RFV Form should state "Recurring Visits" as the first words in the data element (e.g. Recurring Visits to discuss...).</p> <p>2) It is strongly advised to repeat the subject to be discussed and/or the justification of the visit in the language of the receiving country.</p> <p>3) Make sure to describe the subject to be discussed in a way that it does not reveal any classified information since the completed RFV is considered to be an Unclassified document.</p>
<b>11. ANTICIPATED HIGHEST LEVEL OF INFORMATION/MATERIAL OR SITE ACCESS TO BE INVOLVED</b>	<p>Select the appropriate checkbox for the anticipated highest level of information/material or site access to be involved.</p> <p>Select the box “Other” if pertaining to another level of information/material or site access to be involved such as NATO SECRET, etc. It can also be used for any additional security caveats such as “SECRET - EYES ONLY”, etc.</p>
<b>12. PARTICULARS OF VISITOR(S)</b>	Complete Annex 2 to the RFV Form to include information on all of the visitors. When there is more than one visitor, enter the visitors’ surnames in alphabetic order if possible.

<b>13. THE SECURITY OFFICER OF THE REQUESTING AGENCY, ORGANISATION OR INDUSTRIAL FACILITY</b>	This item requires the name, telephone number, e-mail address, and signature of the requesting Security Officer.
<b>14. CERTIFICATION OF SECURITY CLEARANCE LEVEL</b>	<p><u>DO NOT FILL IN – LEAVE BLANK</u></p> <p><i>To be completed by government certifying authority only. In accordance with the laws/regulations of the countries involved, government certifying authority must also complete this item for RESTRICTED.</i></p> <p>Note for the certifying authority:</p> <ol style="list-style-type: none"> <li>1) Insert name, address, telephone number, and e-mail address.</li> <li>2) Sign, date and stamp, as applicable.</li> <li>3) If the certifying authority corresponds with the requesting National Security Authority, insert in this item: “See item 15 of the RFV Form”.</li> </ol> <p><u>Remark:</u> Items 14 and 15 of the RFV Form may be completed by the appropriate official of the Embassy of the requesting country as per national legislations, policies or directives.</p>
<b>15. REQUESTING SECURITY AUTHORITY</b>	<p><u>DO NOT FILL IN – LEAVE BLANK</u></p> <p><i>To be completed by the requesting NSA/DSA only as per below instructions.</i></p> <ol style="list-style-type: none"> <li>1) Insert name, address, telephone number, and e-mail address.</li> <li>2) Sign, date and stamp, as applicable.</li> </ol>
<b>16. REMARKS</b>	<ol style="list-style-type: none"> <li>1) In case of an emergency visit, it is mandatory to give the reasons for the emergency visit in this field of the RFV Form. The particulars of the knowledgeable person, as per MISWG Document No.7, paragraph 7.4, should also be identified in this field of the RFV Form.</li> <li>2) This item can be used for certain administrative requirements (e.g. proposed itinerary, request for</li> </ol>

	<p>hotel, and/or transportation, etc.).</p> <p>3) This space is also available for the receiving NSA/DSA for processing (e.g., “no security objections”, etc.).</p> <p>4) In case a special briefing is required, the type of briefing and the date that the briefing was given should be stated.</p>
<p><b>ANNEX 1 TO RFV FORM GOVERNMENT AGENCY(IES), ORGANISATION(S) OR INDUSTRIAL FACILITY(IES) TO BE VISITED</b></p>	<p>Select the appropriate checkbox (only one box) for the government agency, organisation or industrial facility to be visited. Repeat for every site to be visited.</p> <p>Insert the full name, full physical address (include city, province/state, and postal zone), telephone number and facsimile number. Insert the name, e-mail and telephone number of the main point of contact or the person with whom the appointment for the visit was made. Insert the name, e-mail and telephone number of the Security Officer or the secondary point of contact.</p> <p><u>Remarks:</u></p> <p>1) For visits to the United States, one RFV Form with Annexes for each agency/organisation/facility to be visited should be filled in.</p> <p>2) For visits to military sites in the United States, it is mandatory to specify which military unit will be visited (e.g. Army, Air Force, Navy, Marine Corps or Defense Intelligence Agency).</p>
<p><b>ANNEX 2 TO RFV FORM PARTICULARS OF VISITOR(S)</b></p>	<p>Select the appropriate checkbox (only one box) for the type of employment of the visitor (e.g. military, defence public servant, government,</p>

	<p>industry/embedded contractor, international organisation employee (e.g. NATO, EU, etc.). Repeat for every visitors.</p> <p><u>Surname</u>: Family name.</p> <p><u>Forenames</u>: As per passport.</p> <p><u>Rank</u>: Insert the rank of the visitor if applicable.</p> <p><u>DOB</u>: Insert date of birth by using numeral “day/month/year” (dd/mm/yyyy).</p> <p><u>POB</u>: Place of birth (city-province/state-country).</p> <p><u>Nationality</u>: Insert nationality as per passport.</p> <p><u>Security clearance level</u>: Actual security clearance status (e.g. TS, S, C). Indicate NATO clearance (CTS, NS, NC) if the visit is related to NATO business and the EU clearance for EU related visits.</p> <p><u>PP/ID Number</u>: Enter the passport number or identification card number, as required by host government.</p> <p><u>Position</u>: Insert the position the visitor holds in the organisation (e.g., director, product manager, etc.)</p> <p><u>Company/Agency</u>: Insert the name of the government agency, organisation, or industrial facility that the visitor represents.</p>
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