

**DETAILED INSTRUCTIONS FOR COMPLETION OF  
REQUEST FOR VISIT FORM**

**HEADER**

*Insert full country or international organization name (e.g. NATO, EU, etc.) of the host.*

**1. TYPE OF VISIT REQUEST**

*Select the appropriate checkbox for the type of visit request.*

*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.*

*If the Amendment checkbox is selected, insert the reference number of the original RFV that the amendment is made to.*

**2. TYPE OF INFORMATION/MATERIAL OR SITE ACCESS**

*Select the appropriate checkbox for the type of information/material or site access.*

**3. SUMMARY**

*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.*

**4. ADMINISTRATIVE DATA**

*To be completed by the requesting foreign authority/country’s embassy.*

**5. REQUESTING GOVERNMENT AGENCY, ORGANIZATION OR INDUSTRIAL FACILITY**

*Select the appropriate checkbox (only one box).*

*Insert full name and postal address - including city, state, and zip code - of the requesting government agency/company as applicable*

**6. GOVERNMENT AGENCY(IES), ORGANISATION(S) OR INDUSTRIAL FACILITY(IES) TO BE VISITED**

*Complete Annex 1 to the RFV Form to include information on all of the sites to be visited.*

**7. DATE OF VISIT**

*Insert the date or period (start and end dates) of the visit by using numeral “day/month/year” (dd/mm/yyyy).*

**8. TYPE OF INITIATIVE**

*Select the appropriate checkboxes.*

**9. IS THE VISIT PERTINENT TO**

*Select the appropriate checkboxes and specify the name of the FMS project/programme etc. by using commonly used abbreviations only.*

**10. SUBJECT TO BE DISCUSSED/ JUSTIFICATION/PURPOSE**

*Give a brief description of the subject motivating the visit. Please do not use uncommon abbreviations or acronyms.*

REMARKS:

- 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...).*
- 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.*
- 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.*

**11. ANTICIPATED HIGHEST LEVEL OF INFORMATION/MATERIAL OR SITE ACCESS TO BE INVOLVED**

*Select the appropriate checkbox for the anticipated highest level of information/material or site access to be involved.*

*Select the box "Other" if pertaining to another level of information/material or site access to be involved such as NATO SECRET, etc.*

**12. PARTICULARS OF VISITOR(S)**

*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' names in alphabetic order if possible.*

**13. THE SECURITY OFFICER OF THE REQUESTING AGENCY, ORGANIZATION OR INDUSTRIAL FACILITY**

*To be completed by the security officer of the requesting agency/company. This item requires the name, address, telephone number and e-mail address of the security officer.*

**14. CERTIFICATION OF SECURITY CLEARANCE LEVEL**

*To be completed by Government certifying Authority.*

NOTE for the certifying authority:

- 4) Insert name, address, telephone number, and e-mail address.*
- 5) Certification should include signature and stamp, as applicable.*
- 6) If the certifying authority corresponds with the requesting National Security Authority, see item 15.*

REMARKS: 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.

#### **15. REQUESTING SECURITY AUTHORITY**

*To be completed by the requesting National Security Agency.*

NOTE for the certifying authority:

7) *Insert name, address, telephone number, and e-mail address.*

8) *Insert signature, date and stamp, as applicable.*

#### **16. REMARKS**

9) *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, must also be identified in this field of the RFV Form.*

10) *This item can be used for inserting various information (e.g. proposed itinerary, request for hotel and/or transportation, etc.).*

11) *This space is also available to the receiving NSA/DSA for other possible specifications (e.g., “no security restrictions”, etc.).*

12) *In case a special briefing is required, the type of briefing and the date when the briefing will be given must be stated.*

#### **17. ANNEX 1 TO RFV FORM GOVERNMENT AGENCY(IES), ORGANIZATION(S) OR INDUSTRIAL FACILITY(IES) TO BE VISITED**

*Select the appropriate checkbox (only one box) for the government agency, organization or economic operator to be visited. Repeat for every site to be visited.*

*Insert the full name and address - including city, state, and zip code - of the requesting government agency/company.*

REMARKS: *the correct ZIP CODE (CAP in Italian) is extremely important since the same company can have several facilities.*

*Insert the name, e-mail and telephone number of the main point of contact or the person with whom the details of the visit were agreed upon. Insert the name, e-mail and telephone number of the security officer or the secondary point of contact.*

#### **18. ANNEX 2 TO RFV FORM PARTICULARS OF VISITOR(S)**

*Select the appropriate checkbox (only one box) for the type of employment of the visitor (e.g. military, defence public servant, government, economic operator’s employee/contractor, international organization employee (e.g. NATO, EU, etc.). Repeat for every visitor.*

Surname: *Family name.*

Forenames: First name (as per passport).

Rank: Insert the rank of the visitor if applicable.

DOB: Insert date of birth by using numeral “day/month/year” (dd/mm/yyyy).

POB: Place of birth (city-province/state-country).

Nationality: Insert nationality as per passport.

Security clearance level: 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.

PP/ID Number: Enter the passport number or identification card number (if the document is valid for entering Italy).

Position: Insert the position the visitor holds in the organization (e.g., director, product manager, etc.)

Company/Agency: Insert the name of the government agency, organization, or economic operator that the visitor represents.