

# REQUEST FOR VISIT

TO: **NATO M&S COE**  
*(Country / international organisation name)*

1. TYPE OF VISIT REQUEST	2. TYPE OF INFORMATION / MATERIAL OR SITE ACCESS	3. SUMMARY
<input checked="" type="checkbox"/> One-time <input type="checkbox"/> Recurring <input type="checkbox"/> Emergency <input type="checkbox"/> Amendment	<input type="checkbox"/> CONFIDENTIAL or above  <input type="checkbox"/> Access to security areas without access to classified information / material  <i>Only if required by the laws / regulations of the countries involved</i>  <input checked="" type="checkbox"/> Unclassified / RESTRICTED	No. of sites <span style="float: right; border: 1px solid black; padding: 2px 10px;">1</span>  No. of visitors <span style="float: right; border: 1px solid black; padding: 2px 10px;">1</span>

**4. ADMINISTRATIVE DATA:**

Requestor: <input style="width: 90%;" type="text"/>	NSA/DSA RFV Reference No. <input style="width: 90%;" type="text"/>
To: <input style="width: 90%;" type="text"/>	Date (dd/mm/yyyy): <input style="width: 90%;" type="text"/>

**5. REQUESTING GOVERNMENT AGENCY, ORGANISATION OR INDUSTRIAL FACILITY:**

Military   
  Government   
  Industry   
  NATO   
  EU   
  Other

NAME:

POSTAL ADDRESS:

E-MAIL ADDRESS:

FAX NO:       TELEPHONE NO:

**6. GOVERNMENT AGENCY(IES), ORGANISATION(S) OR INDUSTRIAL FACILITY(IES) TO BE VISITED -**  
*(Annex 1 to be completed)*

**7. DATE OF VISIT (dd/mm/yyyy):**      FROM       TO

**8. TYPE OF INITIATIVE (Select one from each column):**

<input type="checkbox"/> Government initiative  <input type="checkbox"/> Commercial initiative	<input checked="" type="checkbox"/> Initiated by requesting agency or facility  <input type="checkbox"/> By invitation of the facility to be visited
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**9. IS THE VISIT PERTINENT TO:**

- Specific equipment or weapon system
- Foreign military sales or export licence
- A programme or agreement
- A defence acquisition process
- Other

**Specification of the selected subject:**

**10. SUBJECT TO BE DISCUSSED/JUSTIFICATION/PURPOSE** *(To include details of host Government/Project Authority and solicitation/contract number if known and any other relevant information. Abbreviations should be avoided):*

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

*Only if required by the laws/regulations of the countries involved*

- Unclassified
- RESTRICTED

- CONFIDENTIAL
- SECRET
- TOP SECRET
- Other

**12. PARTICULARS OF VISITOR(S) - (Annex 2 to be completed)**

**13. THE SECURITY OFFICER OF THE REQUESTING GOVERNMENT AGENCY, ORGANISATION OR INDUSTRIAL FACILITY:**

NAME:

TELEPHONE NO:

E-MAIL ADDRESS:

SIGNATURE:

STAMP

All fields must be completed and the form communicated via Government-to-Government

**14. CERTIFICATION OF SECURITY CLEARANCE LEVEL:**

NAME:

STAMP

ADDRESS:

TELEPHONE NO:

E-MAIL ADDRESS:

SIGNATURE:

DATE (dd/mm/yyyy):

**15. REQUESTING NATIONAL SECURITY AUTHORITY / DESIGNATED SECURITY AUTHORITY:**

NAME:

STAMP

ADDRESS:

TELEPHONE NO:

E-MAIL ADDRESS:

SIGNATURE:

DATE (dd/mm/yyyy):

**16. REMARKS** (*Mandatory justification required in case of an emergency visit:*)

## ANNEX 1 TO RFV FORM

All fields must be completed and the form communicated via Government-to-Government

# GOVERNMENT AGENCY(IES), ORGANISATION(S) OR INDUSTRIAL FACILITY(IES) TO BE VISITED

Add

Military     Government     Industry     NATO     EU     Other

NAME:

ADDRESS:

TELEPHONE NO:

FAX NO:

NAME OF POINT OF CONTACT:

E-MAIL:

TELEPHONE NO:

NAME OF SECURITY OFFICER OR  
SECONDARY POINT OF CONTACT:

E-MAIL:

TELEPHONE NO:

Delete

## ANNEX 2 TO RFV FORM

All fields must be completed and the form communicated via Government-to-Government

# PARTICULARS OF VISITOR(S)

Add

Military  Defence Public Servant  Government  Industry/Embedded Contractor  NATO Employee  EU Employee  Other

SURNAME:

FORENAMES (as per passport):

RANK (if applicable):

DATE OF BIRTH (dd/mm/yyyy):

PLACE OF BIRTH:

NATIONALITY:

SECURITY CLEARANCE LEVEL:

PP/ID NUMBER:

POSITION:

COMPANY/AGENCY:

Delete