

Foreign Visit Request (FVR) Instructions

The following general instructions are provided to assist the customer in completing the FVR. (Oct 09)

HOST COMPANY/ORG: This is the company or military organization sponsoring the visitor. If the visit is self-generated (i.e. vacation in local area) then the requestor would place their name in this block.

ADDRESS: The address for the above.

POINT OF CONTACT: The person at the company or organization who completes the FVR and can be contacted for additional information. If self-generated, the name of the requestor.

PHONE & FAX NBR: The phone number the Point of Contact can be reached at and the Fax number to send the completed FVR back to. Both must be included.

DATE(S) OF VISIT: The dates the visitors will be at the 45th SW. A leeway of one day is allowed at the start and finish of the visit if needed.

LOCATION & BUILDING TO BE VISITED: This will include the location (PAFB, CCAFS, etc.) along with the building name and number.

VISITORS INFORMATION: All visitors need to be listed on the FVR. All blocks are to be completed to include Name, Rank, SSN/Passport, Passport Expiration Date, Nationality, Place of Birth, Date of Birth, and Visitor Organization/Company. If a SSN and Passport number is available, provide both. Additional blocks can be added as needed. If all blocks are not completed, it will not be processed and returned to sender.

PURPOSE OF VISIT: The reason the visitor(s) are coming to the 45th SW. Provide details in this section as this is the only place on the form that provides rationale to approve the visit.

IMPACT IF DISAPPROVED: If the visit does not take place, what effect will it have on the government, contractor, and/or the visitor(s)?

TRAINED ESCORT/ORGANIZATION/PHONE NBR: All visitors, with a few exceptions, require a Trained Escort while on any of the 45th SW areas. The escort must have attended Escort Training offered by 45 SW/FDO. If a trained escort is required, and their name is not on the FVR, it will not be processed and returned to the sender.

STATEMENT OF AGREEMENT: Most visitors will be escorted. If requesting unescorted access, indicate in this block.

NAME/TITLE of REQUESTING OFFICIAL: For visits with less than a 30 day notice, and for those coming to the 45th for unofficial purposes (i.e. vacation), the following people must sign this block on the fax copy and typed on the email copy: For military, this will be the Commanding Officer of your organization. For contractors, this will be the highest level supervisor at your local facility. Visits with over a 30 day notice can be signed by the security manager of your company/organization. If different than the POC, provide a phone number where the person can be reached. Use the DSN number for military numbers.

JON Number: Official visits, not in direct support of an ongoing USAF program, require a processing fee of \$41.00 per person. An account needs to be established with the 45th before the FVR will be processed.

Upon completion... Provide a signed fax copy and an email copy (in original Microsoft Word doc format) to our email address. You will receive a fax copy of the FVR back after it is processed through our system.

The rest of the form is completed by our office.

If you require additional assistance, email us at the address on the FVR. We can also be reached by phone at DSN 854-8563 or (321) 494-8563.

MEMO CONCERNING FOREIGN NATIONAL VISITORS

01 Dec 09

All foreign nationals, including friends, family, and official visitors, must have an approved Foreign Visit Request (FVR). Authorization must be obtained prior to making reservations or visiting Patrick AFB or Cape Canaveral AFS.

Complete the attached form, per the Instructions, and submit to the 45th Space Wing Foreign Disclosure Office. If you require assistance, please call the phone number listed on the FVR or email us.

Thank you.

Wayne Davis
Foreign Disclosure Officer
(321) 494-8563
DSN 854-8563

FOR OFFICIAL USE ONLY

FVR

45th SPACE WING - FOREIGN VISIT REQUEST FORM

<u>HOST COMPANY/ORG</u>	<u>ADDRESS</u>	<u>POINT OF CONTACT</u>	<u>PHONE & FAX NBR</u>

<u>DATE(S) OF VISIT</u>	<u>LOCATION & BUILDING TO BE VISITED</u>

<u>VISITOR NAME/RANK (LAST, FIRST & MIDDLE)</u>	<u>SSN / PASSPORT #</u>	<u>PASSPORT EXPIRATION DATE</u>	<u>NATIONALITY</u>	<u>PLACE OF BIRTH</u>	<u>DATE OF BIRTH</u>	<u>VISITOR(S)/ ORG COMPANY</u>

PURPOSE OF VISIT:

IMPACT IF DISAPPROVED:

<u>TRAINED ESCORT</u>	<u>ORGANIZATION</u>	<u>PHONE NBR</u>

STATEMENT OF AGREEMENT: Approved personnel will at all times (24/7) escort the visiting foreign national(s) listed above.

Name/Rank/Title of Requesting Official

Date

Upon completion, **Email** file to 45swfdo@patrick.af.mil and **fax** signed original to (321) 494-0079.

The 45th Space Wing Foreign Disclosure Officer will assign Foreign Visit Request Number (FVR), sign, date, and fax reply to requester with notice of approval status.

FVR Nbr:

Approved/Disapproved

S. WAYNE DAVIS
Foreign Disclosure Officer

Date

No authorization to discuss military information should be inferred. If you have any questions, please call Mr. Wayne Davis or Capt. Tatiana Bohorquez at (321) 494-8563 or DSN 854-8563.

- cc:
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|-----------|------------|------------|---------------|------------------|
| 45 SW/CCP | 1 ROPS/CC | 5 SLS/CC | Det 1, 45 MSG | 45 LCSS Security |
| 45 SW/PA | 45 LCG/CC | 45 MSG/CC | PIDS | KSC Security |
| 45 OG/CC | 1 SLS/CC | 45 SFS/CC | NOTU | 45 OSS/OSO |
| 45 OSS/CC | 45 LCSS/CC | 45 SFS/SFR | OL QPS/CC | |