



## CONTENTS OF A VISIT REQUEST

**All visit requests are required to be submitted via DISS.** If you are visiting other organizations on Kirtland AFB your FSO must send a separate visit request to that specific organization/agency. (*SMOs listed below*)

**AFRL - KV1MFSCC6**

**SCI VISIT REQUEST – SSO KRTLND**

**\*\*\*All visit requests must be submitted a minimum of 3 business days prior to visit, No Exceptions\*\*\***

**Only use the following information if your company DOES NOT have access to DISS.**

ALL collateral visit request must be on company letterhead. Your request must contain **all** information below and must be signed by your Security Officer or Program Manager to verify your employment and clearance status. Without the signature the visit request is invalid and will **not** be processed.

1. Name:
2. Social Security Number:
3. Job title/position:
4. Date, Place of Birth and Citizenship:
5. Level of Clearance:
6. Date of last Investigation:
7. Name, Organization (RD or RV), and Phone number of POC: (*Must be AFRL/Kirtland MIL or CIV*)
8. Purpose and Justification for the visit:
9. Date or Period of the visit (Up to 1 Year):
10. Your Company Name, Address, and Phone Number:
11. Signature of your security Manager/CEO/President/Department Chair:
12. Name of your security manager

Fax collateral visit requests to the **AFRL Visitor Control Center at (505) 846-2190** or email requests to [visitorcontrolcenter@us.af.mil](mailto:visitorcontrolcenter@us.af.mil). \*Emails containing personal information must be encrypted.

Collateral Visit Requests may also be dropped off at the AFRL Visitor Control Center, Kirtland AFB, Bldg. 498.

If you have any questions please call the Visitor Control Center at (505) 846-7355 or (505) 853-4400.

NOTE: THE SUBJECT TITLE FOR VISIT REQUEST BEING SUBMITTED MUST CITE THE FOLLOWING: \_\_\_\_\_

ALL SCI VISITS MUST BE FORWARDED BY THE VISITING PERSONNEL'S SSO ACTIVITY AND PROCESSED THROUGH SSO KIRTLAND. VISIT REQUESTS SENT BY NON-SSO'S WILL NOT BE ACCEPTED AS VALID. CONTACT SSO KIRTLAND AT (505) 846-5017 FOR ANY QUESTIONS.

ALL **LAWFUL PERMANENT RESIDENTS** (LPR) "GREEN CARD HOLDERS" MUST BE PROCESSED THROUGH THE OPSEC OFFICE AND MUST INCLUDE A COPY OF THE VISITORS GREEN CARD. ALLOW **AT LEAST 14 DAYS** TO PROCESS LPR VISIT REQUESTS; CONTACT MR. BRIAN YOUNG, AFRL/OPSEC AT (505) 846-1332.

**THE DESIGNATED GOV'T SPONSOR/HOST FOR ANY SUBJECT SCI MEETING MUST PROVIDE A COMPLETE LISTING OF THE PROPOSED ATTENDEES FULL LEGAL NAME AND LAST FOUR OF SSAN TO THE SUBJECT FACILITY SSR AND SSO NLT 1 WEEK PRIOR TO THE START OF THE CONFERENCE FOR LARGE MEETINGS (more than 30 attendees); NLT (3) BUSINESS DAYS less than 30 attendees).**