

INSTRUCTIONS FOR SAUDI ARABIA REQUEST FOR VISIT (RFV) FORM

The following form must be completed in full. Failure to complete all areas of the form may result in the Request For Visit (RFV) being rejected.

A. GENERAL INSTRUCTIONS

1. DSS requires five (5) business days for processing RFV requests, and Saudi Arabia requires an *additional* thirty (30) calendar days to review for approval.
2. Form must be typed. Hand written forms will be rejected.
3. Visitor SSN does not go on Saudi form, but on the visit cover sheet.
4. Include a photocopy of the passport and photo.

B. SPECIFIC INSTRUCTIONS

Blocks 1-10 Complete the blocks as indicated on the form.

Blocks 13-19 Complete the blocks as indicated on the form.

Special Blocks to review:

- Block 11 Be as specific as possible. Training, Job Title, or Site Visit will not be accepted.
- Block 12 If you do not have enough room in this block please include as much of the address as possible in this space then type *SEE ABOVE LEFT. Please type complete site address in the top left blank portion of the page. Include site address, POC and contact numbers. Saudi will reject if nothing but SEE ABOVE is provided in this block.
- Block 20 School/College – Please provide name, city and state of school.
- Block 21 Please provide your company cage code, company name, complete address, FSO name and contact numbers.
- Block 22 Visitor address and contact number.
- Block 23 Visit Level of Clearance, Visitor's Date of Eligibility, Visitor's Clearance Level
- Block 24 Must be signed by the FSO. Ensure that this is FSO's signature and NOT that of visitor.
- Block 26 Facility Security Officer (FSO) must answer the question in this section and review the compliance statement prior to signing in section 24.

Upon completion, email your form to DSS International Programs via encrypted email, please review the "Encryption Instructions" document on our webpage and send attachment to DSS.RFV@MAIL.MIL.

The Kingdom of Saudi Arabia
The Ministry of Defense
Military Security Department – J2/5

بِسْمِ اللَّهِ الرَّحْمَنِ الرَّحِيمِ

المملكة العربية السعودية
وزارة الدفاع والطيران والمفتشية العامة
رئاسة هيئة الأركان العامة
هيئة استخبارات وأمن القوات المسلحة
إدارة الأمن العسكري / ٥

نموذج طلب زيارة

Visit Request Form

Form No. (MSDJ2/5-101) نموذج رقم

1. Full Name:		١. الاسم اللاحق باللغة العربية :					
6. Place of Origin		5. Nationality	4. Date of Birth	3. Place of Birth	2. Country of Birth		
9. Position		8. No. of Children		7. Civil Status			
٩. الوظيفة		٨. عدد الأبناء		٧. الحالة الاجتماعية :			
		Male / ذكور Female / إناث		Married / متزوج Single / أعزب			
12. Place of Visit		11. Purpose of Visit		10. Type of Visit			
١٢. الجهة		١١. الغرض من الزيارة		١٠. نوع الزيارة			
14. Date of Visit		13. Anticipated Level of Classified Info to be Discussed:		١٠. مرة واحدة / متكررة / One Time / Recurring /			
From:		١٤. تاريخ الزيارة		١٣. طبيعة المعلومات التي سوف تناقش			
To :		من : / / إلى : / /		مصنف / غير مصنف / Classified / Unclassified /			
18. Date of Expiry		17. Date of Issue		16. Place of Issue		15. Passport Number	
١٨. تاريخ الانتهاء		١٧. تاريخ الإصدار		١٦. مكان الإصدار		١٥. رقم جواز السفر	
19. Do you work in Saudi Arabia?		Yes		No		١٩. هل سبق وأن عملت في المملكة :	
		لا <input type="checkbox"/>		نعم <input type="checkbox"/>			
A. City:		Organization:		From:		To:	
B. City:		Organization:		From:		To:	
C. City:		Organization:		From:		To:	
A. School / College:		٢٠. المؤهل الدراسي		٢٠. Education:			
C. Country of Graduation:		ب. تاريخ التخرج		B. Date of Graduation:			

٢١. العنوان ورقم الهاتف في بلده الأصلي			
21. Address and Telephone Number in Original Country:			
TELEPHONE:		/ FAX: / e-mail:	
٢٢. عنوان الإقامة ورقم الهاتف			
22. The Residence Address and Telephone Number:			
مستوى التصنيف الأمني للزيارة المطلوبة		التاريخ	٢٣. الإجازة الأمنية
The Visit Level of Security Clearance:		Date:	23. Security Clearance:
SIGNATURE التوقيع	POSITION الوظيفة	NAME الاسم	٢٤. توقيع طالب التصريح 24. Signature Of Requester
SIGN. التوقيع	POSITION الوظيفة	NAME الاسم	
الختم STAMP			٢٥. توقيع الجهة الطالبة للزيارة 25. Sign. Of visit Org. Requestor
<p>26. To be completed by the Security Officer of the Requesting Industrial Facility</p> <p>Will a visitor, on this request, hand carry classified material to or from the site(s) to be visited?</p> <p style="text-align: center;">Yes No</p> <p>If you selected yes, please note:</p> <p>A hand carriage plan is required to be submitted to your DSS, Industrial Security Representative IAW NISPOM 10-405.</p> <p>" I, the (Block 24) undersigned, hereby attest to the accuracy of information on this form and certify the information to be released during this visit has been approved for release prior to the visit by the appropriate designated authority and an export authorization has been granted."</p> <p>Remarks: ملاحظات :</p>			
الختم الرسمي Official Stamp	التوقيع : Sign. :	لا أوافق / Reject	أوافق / Accept
			٢٦. موافقة الجهة الأمنية على الزيارة 26. Security Approval for Visit.

Attachments:

1. Passport Copy
2. New Color Photo

- المرفقات :
- ١ . صورة الجواز
 - ٢ . صورة شمسية حديثة وملونة