

**APPENDIX P****INTERNATIONAL VISIT PROCEDURES****MULTINATIONAL INDUSTRIAL SECURITY WORKING GROUP**

MISWG DOCUMENT Number 7

1 November 2007

**STANDARD INTERNATIONAL VISIT PROCEDURES****Introduction**

The attached procedures have been approved by the MISWG for visits by both government and contractor personnel. The MISWG member nations also have agreed to include the procedures in their national regulations that govern international visits. However, with the approval of the NSAs/DSAs, MISWG members may adopt less stringent visit procedures.

This document describes the complete instructions on Standard International Visit Procedures and contains the following subjects.

**SECTION I:** Standard procedures for one-time and recurring visits.

**SECTION II:** Procedure for Emergency Visits.

**ANNEX 1 :** Standard Request For Visit Format.

**Appendix A:** Instructions for the use and completion of a Request for Visit.

**Appendix B:** Sample RFV-format (and annexes thereto).

## **SECTION I**

### **STANDARD PROCEDURE FOR ONE TIME AND RECURRING VISITS.**

#### **A. TYPES OF VISITS.**

There are two types of international visits; they are defined below:

1. **One-Time Visits.** A single visit (normally less than 30 days but may be for extended periods as well) for a specified purpose.

2. **Recurring Visit.** Visits over a specified period of time not covered by (a) above, normally for up to one year or for the duration of a government approved programme, project or contract, including a government approved license, that require participating personnel to make intermittent (recurring) visits to government agencies or industrial facilities of the other country or countries that are involved in the programme, project or contract. Visits covering a period of more than one year will be subject to annual review, unless otherwise arranged by the participating countries' NSA/DSA.

#### **B. USE OF THE STANDARD RFV-FORMAT.**

1. For both One-time and Recurring visits the standard RFV format (Annex 1 to this document) should be used.

2. This RFV-format has been designed for automated as well as manual use. It is therefore essential that the "Detailed Instructions for Completion of the RFV" should be used to fill in each data element. To fulfill this requirement it is advised that Annex 1, as a whole, should be used as a "Hand-out" to the visitor through the security officer of the agency or facility. Furthermore, it is advisable to translate the General and Detailed Instructions for the use and completion of the RFV (Annex 1) in the language of the user.

3. Unless required by bi-lateral agreements, the NSAs/DSAs will certify the security clearance of the visitors only in case of visits with access to information and/or areas within sites classified CONFIDENTIAL or above. Unless such access will be involved during the visit the NSAs/DSAs of the receiving agency or facility will forward the RFV to the receiving agency or facility without certification of the security clearance.

4. Un-scheduled visits required in exceptional circumstances for the fulfillment of a government requirement may be processed on an emergency basis. See Section II for procedures.

#### **C. LEAD TIME.**

1. The following table gives the number of working days prior to the date of the one time visit, or the date of the first recurring visit, that the request should be in the possession of the receiving NSA/DSA.

## (WORKING DAYS)

Austria	AT	20
Belgium	BE	20
Bulgaria	BU	20
Canada	CA	20
Czech Republic	CZ	20
Denmark	DK	07
Estonia	EE	30
Finland	FI	14
France	FR	15
Germany	DE	20
Greece	GR	20
Hungary	HU	20
Italy	IT	20
Latvia	LV	20
Lithuania	LT	20
Luxembourg	LU	14
Netherlands	NL	10
Norway	NO	10
Poland	PL	25
Portugal	PT	21
Romania	RO	25
Slovakia	SK	20
Slovenia	SI	21
Spain	ES	20
Sweden	SE	15
Switzerland	CH	20
Turkey	TR	21
United Kingdom	UK	15
United States	US	21

**D. AMENDMENTS.**

Amendments to approved or pending one-time and recurring visits are authorized, provided that the amendments are limited to:

1. Dates of visit, or
2. Addition or deletion of names.

Changes to the dates of a visit or the addition or deletion of names should be reported immediately (formatless) to the receiving NSA/DSA. Such amendments will be accepted by the receiving NSA/DSA up to the number of working days prior to the approved or pending visit as follows:

## (WORKING DAYS)

Austria	AT	10
Belgium	BE	09
Bulgaria	BU	No deadline
Canada	CA	10
Czech Republic	CZ	10
Denmark	DK	05
Estonia	EE	No deadline
Finland	FI	07
France	FR	05
Germany	DE	10
Greece	GR	10
Hungary	HU	10
Italy	IT	07
Latvia	LV	05
Lithuania	LT	10
Luxembourg	LU	09
Netherlands	NL	05
Norway	NO	05
Poland	PL	10
Portugal	PT	07
Romania	RO	10
Slovakia	SK	No deadline
Slovenia	SI	07
Spain	ES	08
Sweden	SE	05
Switzerland	CH	10
Turkey	TR	10
United Kingdom	UK	05
United States	US	05

Such amendments should refer to the original requests that have already been approved by the NSAs/DSAs.

## **SECTION II**

### **EMERGENCY VISIT PROCEDURES.**

#### **A. Background.**

Unforeseen situations may occur which do not permit the use of standard visit request procedures. Such unplanned or Emergency Visits should be arranged only in exceptional circumstances. If visits are properly planned at the beginning of bilateral and multinational government programmes or government approved contracts, and authorizations for recurring visits are obtained, the recurring visit authorizations should satisfy the majority of requirements for visits related to the programmes and contracts. To qualify as an "Emergency Visit" the following criteria must be met:

1. The proposed visit is related to an official government request for proposal/request for tender offer (e.g. submission of, or amendment to, a bid or proposal; attendance at pre-contract negotiations or bidder's conference), or
2. The visit is to be made in response to the invitation of a host government official or host contractor official and is in connection with an official government project, programme or contract, and
3. A programme, project or contract opportunity will be placed in jeopardy if the visit request is not approved.

#### **B. Procedures.**

1. Emergency visit requests will be critically reviewed, fully justified and documented by the Security Officer of the requesting government agency or industrial facility. When the Security Officer is satisfied that the circumstances warrant an Emergency Visit, the Security Officer will contact a knowledgeable person at the government agency or industrial facility to be visited, directly by telephone, facsimile or e mail, to obtain tentative agreement for the proposed visit. This normally should be accomplished three working days in advance. If tentative verbal agreement is provided to proceed with a visit request, the government agency or industrial facility to be visited (host facility) shall then immediately notify its NSA/DSA that an emergency visit request will be submitted by the government agency or industrial facility that wants to make the visit (requesting facility) and explain the reason for the emergency.

2. Following receipt of tentative verbal agreement from the host facility, the Security officer of the requesting facility will then send a message in the Request for Visit format (as in Annex 1 of this document) as follows:

- (a) The message must be sent to the following addresses by priority precedence within 24 hours of the verbal agreement for the requested emergency visit: the

NSA/DSA of the country to be visited, through the NSA/DSA of the originating country and the Security Officer of the facility to be visited. Any of those officials may deny the visit.

(b) The subject of the message will be:

EMERGENCY VISIT - (name of programme, project or contract or request for proposal or tender offer)

The message must contain all of the information included in the RFV format. The name, telephone, facsimile numbers and e-mail of the person contacted pursuant to paragraph 2.a. above, will be placed in the Remarks section of the RFV.

(c) If The NSA/DSA of the host country approves the request, it will subsequently notify the Security Officer of the facility to be visited and the NSA/DSA of the requesting country, of the approval. The host facility Security Officer will then notify the requesting facility Security Officer that the visit is approved or denied.

3. Emergency visit procedures shall not be used in lieu of standard visit request procedures. Therefore each MISWG country will establish guidelines to ensure compliance with these procedures. When it becomes apparent that the procedures are being abused by personnel of another country, the NSA/DSA of that country will be notified/take action against the offender.

**ANNEX 1****STANDARD REQUEST FOR VISIT FORMAT**

The attached guidance contains the instructions for the use and completion of a Request for Visit (RFV) when a visit authorization is required by the receiving governments. This format standardizes the elements required for a RFV and places them in a logical order. The RFV-format can be used for manual as well as automated processing.

It is advisable to use this annex as a "hand-out" to the visitor. The general principle of this RFV is that only one format will be used when a visit request is necessary.

When a visit involves access to information subject to government approval or when access to controlled areas is necessary, the visit request will be submitted by the visitor through the security officer, certifying/requesting NSA/DSA and receiving NSA/DSA to the agency or facility to be visited. Unless required by bi-lateral agreements, no certification of security clearance will be necessary unless a visit involves access to information or areas within sites classified CONFIDENTIAL or above.

The following appendices are contained in this annex:

**Appendix A:** Instructions for the use and completion of a Request for Visit.

**Appendix B:** Sample RFV format and annexes thereto.

**APPENDIX A to ANNEX 1**  
of Document no. 7

**INSTRUCTION FOR THE USE AND COMPLETION OF A REQUEST FOR VISIT**

**1. GENERAL INSTRUCTION**

1.1 The Request for Visit (RFV) is an important document and must be completed without misstatement or omission. Failure to provide all requested information will delay the processing of the request.

1.2 The RFV should be used for a "one-time visit" and/or "recurring visits" and/or an "emergency visit" during a certain period of time not to exceed one year.

1.3 The RFV should be marked to identify which type of information or subject will be involved:

- a) Unclassified/RESTRICTED information without access to information or areas classified CONFIDENTIAL or above
- b) information or areas classified CONFIDENTIAL or above

1.4 This RFV should be hand written in block letters or typed. Processing of the RFV in a PC is allowed provided that the original form and content are consistent.

**1.5 Submitting Terms and Country Codes**

The RFV should be in the possession of the requesting NSA/DSA the number of working days prior to the visit as follows:

<u>Country to be visited</u>	<u>2 letter-code</u>	<u>Working days</u> (if different from lead times as shown in Section I)
Austria	AT	
Belgium	BE	
Bulgaria	BU	
Canada	CA	
Czech Republic	CZ	
Denmark	DK	
Estonia	EE	
Finland	FI	
France	FR	
Germany	DE	
Greece	GR	

Hungary	HU	
Italy	IT	
Latvia	LV	
Lithuania	LT	
Luxembourg	LU	
Netherlands	NL	
Norway	NO	
Portugal	PT	
Poland	PL	
Romania	RO	
Slovakia	SK	
Slovenia	SI	
Spain	ES	
Sweden	SE	
Switzerland	CH	
Turkey	TR	
United Kingdom	UK	
United States	US	

1.6 The completed RFV should be sent to the following national agency/address that will process the request (to be inserted by issuing NSA/DSA):

Name of Agency	
Address:	
Telefax no:	

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

(The application has to be submitted in English only)

These detailed instructions are guidance for the visitors who complete the RFV in the case of one-time visits or by the agency or facility security officer in case of recurring visits in the framework of approved programmes or projects. Since this RFV-format is designed for manual as well as for automated use it is required that a corresponding distinction is made in the completion of some items. When this distinction is applicable reference is made in the text of the item under "Remark(s)".

Heading: In case of a manual application mark the appropriate box in left, middle and right column.

<b>HEADING</b>	Check boxes for visit type, information or access type, and whether or not there are annexes to the RFV.
<b>1. ADMINISTRATIVE DATA</b>	Do not fill in (to be completed by requesting Embassy).
<b>2. REQUESTING GOVERNMENT AGENCY OR INDUSTRIAL FACILITY.</b>	Mention full name and postal address. Include city, state, postal zone and email as applicable.
<b>3. GOVERNMENT AGENCY OR INDUSTRIAL FACILITY TO BE VISITED</b>	<p>Mention full name and postal address. Include city, state, postal zone, telex or fax number, telephone number and e-mail. Mention the name and telephone/fax numbers and e-mail of your main point of contact or the person with whom you have made the appointment for the visit.</p> <p><u>Remarks:</u>            1) Mentioning the correct postal zone (zip code) is very important because there can be different facilities of the same company.            2) In case of a manual application, Annex 1 can be used when two or more agencies or facilities have to be visited in the framework of the same subject. When an Annex is used item 3 should state: "SEE ANNEX 1, NUMBER OF AGENCIES/FAC:..." (state number of agencies/facilities).            3) For visits to the US one request for each agency/facility to be visited should be filled in.</p>
<b>4.DATES OF VISIT</b>	Mention the actual date or period (date-to-date) of the visit by "day- month-year". If applicable, place an alternate date or period in brackets.
<b>5.TYPE OF VISIT</b>	Mark one item of each column as indicated. Government initiative will be specified only if the visit is in support of an authorized government program, which must be fully described in item 8.

<p><b>6 .SUBJECT TO BE DISCUSSED/ JUSTIFICATION</b></p>	<p>Give a brief description of the subject(s) motivating the visit. Do not use unexplained abbreviations.</p> <p><u>Remarks:</u> 1) In case of a recurring visit this item should state "Recurring Visits" as the first words in the data element (e.g. Recurring Visits to discuss_____)</p> <p>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.</p>
<p><b>7. ANTICIPATED LEVEL OF CLASSIFIED INFORMATION TO BE INVOLVED</b></p>	<p>TOP SECRET (TS) SECRET (S) CONFIDENTIAL (C) RESTRICTED (R) UNCLASSIFIED (U)– As applicable</p>
<p><b>8. IS THE VISIT PERTINENT TO:</b></p> <p>Specific equipment or weapon system Foreign military sales or export license A Program or Agreement A defence acquisition process Other</p>	<p>Mark the appropriate line yes (Y) and specify the full name of the government project/programme, FMS-case etc., or request for proposal or tender offer using commonly used abbreviations only</p>



<p><b>9. PARTICULARS OF VISITOR</b></p>	<p><u>NAME:</u> Title (Mr. Dr. COL), family name, first forename in full, middle initial(s), and suffix (Jr., PhD, etc. ) Family name and first forename are mandatory fields.</p> <p><u>DOB:</u> date of birth (day-month-year)</p> <p><u>POB:</u> place of birth (city-state-country)</p> <p><u>SC:</u> actual security clearance status, e.g., TS, S, C. Indicate NATO clearance (CTS, NS, NC) if the visit is related to NATO business.</p> <p><u>ID-PP:</u> enter the number of identification card or passport, as required by host government.</p> <p><u>NAT:</u> enter nationality and/or citizenship in 2-letter-code in accordance with the General Instructions paragraph 1.4.</p> <p><u>POSITION:</u> Mention the position the visitor holds in the organization (e.g., director, product manager, etc.)</p> <p><u>COMPANY/AGENCY:</u> Mention the name of the government agency or industrial facility that the visitor represents (if different from item 2).</p> <p>[Remark: when more than 2 visitors are involved in the visit, Annex 2 should be used. In that case item no. 9 should state "SEE ANNEX 2, NUMBER OF VISITORS." (state the number of visitors)].</p>
<p><b>10. THE SECURITY OFFICER OF THE REQUESTING AGENCY OR INDUSTRIAL FACILITY</b></p>	<p>This items requires the name, telephone, facsimile numbers and e-mail of the requesting facility security officer</p>

<p><b>11. CERTIFICATION OF SECURITY CLEARANCE</b></p>	<p><u>Do not fill in</u> (to be completed by government certifying authority only if access to information or to areas classified CONFIDENTIAL or above will be involved unless otherwise required by bilateral agreements.)</p> <p>Note for the certifying authority:</p> <p>a. Mention name, address, telephone, facsimile numbers and e-mail (can be pre-printed).</p> <p>b. This item should be signed and eventually stamped, as applicable.</p> <p>c. If the certifying authority corresponds with the requesting National Security Authority enter: "See item 12".</p> <p><u>Remark:</u> item 11 and 12 may be filled in by the appropriate official of the Embassy of the requesting country.</p>
<p><b>12. REQUESTING SECURITY AUTHORITY</b></p>	<p><u>DO NOT FILL IN.</u></p> <p>Note for the requesting NSA/DSA:</p> <p>a. Mention name, address, telephone, facsimile numbers and e-mail (can be pre-printed).</p> <p>b. Sign and eventually stamp this item.</p>
<p><b>13. REMARKS</b></p>	<p>a. This item can be used for certain administrative requirements (e.g. proposed itinerary, request for hotel, and/or transportation).</p> <p>b. This space is also available for the receiving NSA/DSA for processing, e.g., "no security objections", etc.</p> <p>c. In case of an Emergency Visit the name, telephone, fax numbers and e-mail of the knowledgeable person ( Doc. 7, section II, point 2a ) should be stated.</p> <p>d. In case a special briefing is required, the type of briefing and the date that the briefing was given should be stated.</p>

Appendix B to Annex 1  
of MISWG document no. 7

<b>REQUEST FOR VISIT</b>		
<input type="checkbox"/> One-time <input type="checkbox"/> Recurring <input type="checkbox"/> Emergency <input type="checkbox"/> Amendment	<input type="checkbox"/> Unclassified/RESTRICTED information or access to areas without access to information classified CONFIDENTIAL or above  <input type="checkbox"/> CONFIDENTIAL or above involved.	Annexes: <input type="checkbox"/> Yes <input type="checkbox"/> No
<b>1. ADMINISTRATIVE DATA</b>		
REQUESTOR:	DATE:	
TO:	VISIT ID:	
<b>2. REQUESTING GOVERNMENT AGENCY OR INDUSTRIAL FACILITY</b>		
NAME		
POSTAL ADDRESS	E-MAIL ADDRESS (when known)	
FAX NR.	TELEPHONE	
<b>3. GOVERNMENT AGENCY OR INDUSTRIAL FACILITY TO BE VISITED</b>		
NAME		
ADDRESS	E-MAIL ADDRESS (when known)	
FAX NR.	TELEPHONE	
POINT OF CONTACT		
<b>4. DATES OF VISIT: // TO // ( // TO // )</b>		
<b>5 TYPE OF VISIT: (SELECT ONE FROM EACH COLUMN)</b>		
<input type="checkbox"/> GOVERNMENT INITIATIVE	<input type="checkbox"/> INITIATED BY REQUESTING AGENCY OR FACILITY	
<input type="checkbox"/> COMMERCIAL INITIATIVE	<input type="checkbox"/> BY INVITATION OF THE FACILITY TO BE VISITED	

<b>6. SUBJECT TO BE DISCUSSED/JUSTIFICATION:</b>	
<b>7. ANTICIPATED LEVEL OF CLASSIFIED INFORMATION TO BE INVOLVED</b>	
<b>8. IS THE VISIT PERTINENT TO:</b>	<b>SPECIFY</b>
Specific equipment or weapon system <input type="checkbox"/>	
Foreign military sales or export license <input type="checkbox"/>	
A Program or Agreement <input type="checkbox"/>	
A defence acquisition process <input type="checkbox"/>	
Other <input type="checkbox"/>	
<b>9. PARTICULARS OF VISITORS</b>	
<b>NAME</b>	
DATE OF BIRTH; / /	PLACE OF BIRTH
SECURITY CLEARANCE:	ID/PP NR:
POSITION	NATIONALITY
COMPANY/AGENCY	
<b>NAME</b>	
DATE OF BIRTH; / /	PLACE OF BIRTH
SECURITY CLEARANCE:	ID/PP NR:
POSITION	NATIONALITY
COMPANY/AGENCY	
<b>10. THE SECURITY OFFICER OF THE REQUESTING GOVERNMENT AGENCY OR INDUSTRIAL FACILITY</b>	
NAME:	TELEPHONE/FAX NRS. E-MAIL-ADDRESS (when known):
SIGNATURE:	
<b>11. CERTIFICATON OF SECURITY CLEARANCE</b> (only if information or areas classified CONFIDENTIAL or above will be involved unless required by bilateral agreements)	
NAME:	

ADDRESS:	
SIGNATURE:	
<b>12. REQUESTING NATIONAL SECURITY AUTHORITY / DESIGNATED SECURITY AUTHORITY:</b>	
NAME:	
ADDRESS:	
SIGNATURE:	
<b>13. REMARKS:</b>	

**Reference:** RFV-format, item 3.

**ANNEX 1**  
to RFV format.

<b>GOVERNMENT AGENCY OR INDUSTRIAL FACILITY TO BE VISITED:</b>			
1. NAME	:		
ADDRESS	:		
TELEX/FAX NO		:	E-MAIL (when known):
POINT OF CONTACT	:		TELEPHONE NO:
2. NAME	:		
ADDRESS	:		
TELEX/FAX NO		:	E-MAIL (when known):
POINT OF CONTACT	:		TELEPHONE NO:
3. NAME	:		
ADDRESS	:		
TELEX/FAX NO		:	E-MAIL (when known):
POINT OF CONTACT	:		TELEPHONE NO:
4. NAME	:		
ADDRESS	:		
TELEX/FAX NO		:	E-MAIL (when known):
POINT OF CONTACT	:		TELEPHONE NO:
5. NAME	:		
ADDRESS	:		
TELEX/FAX NO		:	E-MAIL (when known):
POINT OF CONTACT	:		TELEPHONE NO:
(Continue as Required)			

Reference: RFV-format, item 9.

ANNEX 2  
to RFV-format

## PARTICULARS OF VISITORS:

1. NAME	:				
DATE OF BIRTH	:	/	/	PLACE OF BIRTH:	
SECURITY CLEARANCE	:			ID/PP NUMBER:	NATIONALITY:
POSITION	:				
COMPANY/AGENCY	:				
2. NAME	:				
DATE OF BIRTH	:	/	/	PLACE OF BIRTH:	
SECURITY CLEARANCE	:			ID/PP NUMBER:	NATIONALITY:
POSITION	:				
COMPANY/AGENCY	:				
3. NAME	:				
DATE OF BIRTH	:	/	/	PLACE OF BIRTH:	
SECURITY CLEARANCE	:			ID/PP NUMBER:	NATIONALITY:
POSITION	:				
COMPANY/AGENCY	:				
4. NAME	:				
DATE OF BIRTH	:	/	/	PLACE OF BIRTH:	
SECURITY CLEARANCE	:			ID/PP NUMBER:	NATIONALITY:
POSITION	:				
COMPANY/AGENCY	:				
5. NAME	:				
DATE OF BIRTH	:	/	/	PLACE OF BIRTH:	
SECURITY CLEARANCE	:			ID/PP NUMBER:	NATIONALITY:
POSITION	:				
COMPANY/AGENCY	:				
6. NAME	:				
DATE OF BIRTH	:	/	/	PLACE OF BIRTH:	
SECURITY CLEARANCE	:			ID/PP NUMBER:	NATIONALITY:
POSITION	:				
COMPANY/AGENCY	:				

(CONTINUE AS REQUIRED)