



CONTENTS OF A VISIT REQUEST

All visit requests are required to be submitted via JPAS according to AFI 31-101 and the NISPOM. Our SMO code is KV1MFSCC6. Please do not send an annual visit request for the conference. Use the dates of the conference for the duration of the visit. Please list Bing Serafico, 505-853-0451 as the Point of Contract for the visit.

NOTE: *Only use the following information if your companies DO NOT have access to JPAS. All faxed visit request for personnel that are in JPAS will be rejected by the PRS Security Office and be required to re-submit through JPAS.*

The visit request must be typed and on your company letter head. You should use the format that is best suited for your operation; however it must contain all applicable information. The visit request must be signed by your security office/manager as to verify your employment and clearance status. Without the signature the visit request is invalid and will not be processed. All visit requests must be faxed. Visitors can not hand carry their own visit request.

1. NAME:
2. SOCIAL SECURITY NUMBER:
3. JOB TITLE/POSITION:
4. DATE AND PLACE OF BIRTH:
5. CITIZENSHIP:
6. LEVEL OF CLEARANCE:
7. DATE OF CLEARANCE:
8. NAME, ORGANIZATION (RD or RV), AND PHONE NUMBER OF PERSON TO BE VISITED (POC):
9. PURPOSE AND JUSTIFICATION FOR THE VISIT IN SUFFICIENT DETAIL:
10. DATE OR PERIOD DURING WHICH THE VISIT IS TO BE VALID:
11. YOUR COMPANY NAME, ADDRESS, AND PHONE NUMBER:
- 12. SIGNATURE OF YOUR SECURITY MANAGER/CEO/PRESIDENT:**
- 13. NAME OF YOUR SECURITY MANAGER:**

Fax requests to the AFRL Visitor Control Center at (505) 846-2190. If there are any questions you can reach us at (505) 846-7355.