

CONFIDENTIAL and above RFV Instructions

When completed, send your RFV to DCSA.RFV@MAIL.MIL

Request for visit to - Finland / Finnish Defense Forces

Item 1 - Select appropriate box.

Item 2 - Select either "CONFIDENTIAL or above" or "Access to security areas...".

Item 3 - This block will fill automatically as you add to Annex 1 and Annex 2.

Item 4

Requestor - list person/group traveling or POC at home station.

To - Finnish Defense Forces

NSA/DSA RFV Ref No - leave blank.

Date - enter the date in dd/mm/yyyy format.

Item 5 - Select appropriate box for type of organization.

Name - list the agency or organization the visitors represent.

Postal Address - list street address of the visitors' agency/organization.

Email address - list email address of the person to contact about the RFV.

Telephone - list phone number of the person to contact about the RFV.

Item 6 - Complete Annex 1.

Item 7 - List visit dates in dd/mm/yyyy format.

Item 8 - Select appropriate boxes to indicate initiative type and who initiated the visit.

Item 9 - Select appropriate box and list visit subject in free space.

Item 10 - Describe subject(s) to be discussed including details requested.

Item 11 - Select appropriate box.

Item 12 - Complete Annex 2.

Item 13 - List the requested information identifying your Facility Security Officer, and have him/her sign.

Item 14 - Leave blank.

Item 15 - Leave blank.

Item 16 - If emergency or last minute visit, give justification.

Annex 1 - List all locations to be visited. After entering information for first location, click on "Add" button to add another location.

Select appropriate box for type of site.

Name: list name of Finnish organization to be visited.

Address: list street address of location to be visited.

Telephone/Fax number: leave blank.

Name of Point of Contact: list Finnish POC for the visit.

Email: list email address for Finnish POC.

Telephone No: list phone number for Finnish POC for the visit.

Security or Secondary POC items: leave blank.

Annex 2

Provide requested info for each visitor. After entering information for first visitor, click on "Add" button to add another visitor.