

CONFIDENTIAL and above RFV Instructions

When completed, send your RFV to DAOHelsinki@state.gov and
Ms Siobhán Toveri, ODC, at leslie.s.toveri.civ@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 Command Security Officer and have him/her sign.

Item 14 - List the requested information for your Command Security Officer, and have him/her sig, thereby confirming the clearances of everyone listed in Annex 2.

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.

Please enter the social security number for all visitors on the RANK line.