

INSTRUCTIONS FOR SAUDI ARABIA REQUEST FOR VISIT (RFV) FORM

The following document must be completed in full. Failure to complete all areas of this document may result in the visit request being rejected.

A. GENERAL INSTRUCTIONS

1. Information must be typed. Hand written forms will be rejected.
2. Visitor SSN does not go on Saudi visit request, but on the visit cover sheet.
3. Include a photocopy of the passport and photo.

B. SPECIFIC INSTRUCTIONS

Block 1-10

Complete the blocks as indicated on the request.

Block 13-19

Complete the blocks as indicated on the request.

Block 11

Be as specific as possible.

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 and 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, submit the visit request via email to DCSA.RFV@MAIL.MIL using a free DOD safe access file exchange service or fax to 878-274-4862. The DCSA Request for Visit mailbox can no longer receive encrypted emails. Documents containing PII should never be sent via open email without securing the file.

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		Married / متزوج			
		Female / إناث		Single / أعزب			
12. Place of Visit		11. Purpose of Visit		10. Type of Visit			
١٢. الجهة		١١. الغرض من الزيارة		١٠. نوع الزيارة			
				مرة واحدة / One Time / متكررة / Recurring			
14. Date of Visit		13. Anticipated Level of Classified Info to be Discussed:		١٣. طبيعة المعلومات التي سوف تناقش			
From:		١٤. تاريخ الزيارة		Classified / مصنف			
To :		من : / /		Unclassified / غير مصنف			
		إلى : / /					
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"/>			
		الفترة من : / /		الجهة :		أ. المدينة التي عملت بها :	
		إلى : / /					
		الفترة من : / /		الجهة :		ب. المدينة التي عملت بها :	
		إلى : / /					
		الفترة من : / /		الجهة :		ج. المدينة التي عملت بها :	
		إلى : / /					
A. City:		Organization:		From:		To:	
B. City:		Organization:		From:		To:	
C. City:		Organization:		From:		To:	
A. School / College:		٢٠. Education:		٢٠. المؤهل الدراسي			
C. Country of Graduation:		B. Date of Graduation:		ب. تاريخ التخرج			

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:
التوقيع SIGNATURE		الوظيفة POSITION		الاسم NAME
				٢٤ . توقيع طالب التصريح
				24. Signature Of Requester
التوقيع SIGN.		الوظيفة POSITION		الاسم NAME
الختم STAMP				٢٥ . توقيع الجهة طالبة 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