

## 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.
4. Email address for the Saudi Arabia POC is required.

### 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 POC address and contact e-mail and phone 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 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](mailto:DCSA.RFV@MAIL.MIL) using a free DOD safe access file exchange service or fax to 571-305-6010. 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 :					
٦. مكان المنشأ		٥. الجنسية	٤. تاريخ الميلاد	٣. مكان الميلاد	٢. دولة الميلاد		
6. Place of Origin		5. Nationality	4. Date of Birth	3. Place of Birth	2. Country of Birth		
9. Position		٨. عدد الأبناء		٧. الحالة الاجتماعية :			
٩. الوظيفة		8. No. of Children		٧. Married / متزوج Single / أعزب			
12. Place of Visit		11. Purpose of Visit		10. Type of Visit			
١٢. الجهة		١١. الغرض من الزيارة		١٠. نوع الزيارة One Time / مرة واحدة Recurring / متكررة			
14. Date of Visit		١٤. تاريخ الزيارة		13. Anticipated Level of Classified Info to be Discussed:			
From:		من : / /		١٣. طبيعة المعلومات التي سوف تناقش			
To :		إلى : / /		Classified / مصنف Unclassified / غير مصنف			
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 :			
				نعم <input type="checkbox"/> لا <input type="checkbox"/>			
A. City:		Organization:		From:		To:	
B. City:		Organization:		From:		To:	
C. City:		Organization:		From:		To:	
20. School / College:		٢٠. اسم المدرسة أو الكلية		A. Education:		٢٠. المؤهل الدراسي	
B. Country of Graduation:		ج. البلد الذي تم التخرج منه		C. Date of Graduation:		ب. تاريخ التخرج	

