

**INSTRUCTIONS FOR SWITZERLAND
REQUEST FOR VISIT (RFV) FORM**

A. GENERAL INSTRUCTIONS

1. DSS requires five (5) business days for processing RFV requests, and Switzerland requires an *additional* thirty (30) calendar days to review for approval.
2. Duration of a visit may not be longer than 364 days (one year, less one day).

B. SPECIFIC INSTRUCTIONS

- Block 1 Select one of the four (4) types of visit request.
- Block 2 Select the appropriate checkbox for the type of information/material or site access.
- Block 3 The summary will automatically update as you add sites and visitors at the end of this document.
- Block 4 Office Use Only.
- Block 5 Complete this section with your company cage code; company name and address; and company point of contact information.
- Block 6 See Annex 1.
- Block 7 Format the dates as (dd/mm/yyyy). The “from” date should reflect the start date which meets processing and lead time. For amendments, add the in-country date for the additional visitors to the “from” field. The “to” date should reflect the end date which does not exceed 364 days from the start. For amendments, do not change the end date from the end date provided on the original visit.
- Block 8 Select an option from **EACH** column.
- Block 9 Check appropriate block(s), and *specify* in the box below.
- Block 10 Instruction is provided in block 10.
- Block 11 Choose level appropriately, if the level needed is not listed, choose other and specify.
- Block 12 See Annex 2.
- Block 13 To be completed by security officer or FSO (facility security officer). All areas are **mandatory**.
- Block 14 Office Use Only.
- Block 15 Office Use Only.
- Block 16 Despite how block 16 reads, provide any emergency letters of justification separately in addition to the visit request form. This field can be used for training completion dates.

Annex 1 All fields, except the last three (secondary POC information), are **mandatory**. If your request is submitted to our office without POC email address, it will be rejected.
Click “Add” for every additional site to be added.

Annex 2 All fields are **mandatory**. If any fields are missing information, this request will be rejected.
Click “Add” for every additional visitor to be added.

Upon completion, submit the visit request via email to DSS.RFV@mail.mil using a free DOD safe access file exchange service or fax to 571-305-6010. The DSS Request for Visit mailbox can no longer receive encrypted emails. Documents containing PII should never be sent via open email without securing the file.