

International Visits Control Office Guidance Notes for List X Contractors

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**CONTACT DETAILS FOR THE
INTERNATIONAL VISITS CONTROL OFFICE**

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IVCO TEAM

Mrs Elizabeth Leigh Visit Administrator (Inward) Tel: 0117 91 33842	Miss Fiona McKillop Visit Administrator (Outward) Tel. 0117 91 33841
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Opening Hours:

Monday –Thursday
11.00-12.00
13.00-16.00

Friday
11.00-12.00
13.00-15.00

Introduction

IVCO is part of the Defence Equipment & Support (DE&S), Industrial Security Services (ISS) and consists of two sections, IVCO Outward (dealing with visits by UK Defence Industry representatives to overseas locations) & IVCO Inward (dealing with visits by foreign nationals to UK Ministry of Defence establishments and Contractor’s sites). IVCO is **not** responsible for processing visit requests for visits to Service establishments of the UK Armed Forces. Such visits are the direct responsibility of the Service Security Authority concerned. However, should a proposed visit include visits to both Service and Defence Headquarter/Contractor sites IVCO are responsible for co-ordination of the visit request and will liase with the Service Security Authorities as appropriate.

The role of IVCO in relation to UK Industry is:

- To assist UK Defence Contractors in providing assurance and confirmation of clearance status for visits overseas, which will allow them, access to the facility to be visited and to have access to protectively marked information. To establish and maintain records of the staff of UK Defence Contractors to meet requests for security assurances from foreign governments or international defence organisations.
- To act as a focal point to ascertain the permitted levels of access to UK protectively marked information by foreign visitors to UK Defence Establishments and Contractor sites.

Any matters relating to visits or these guidance notes, should be addressed to the Head of IVCO in the first instance.

Multinational Industrial Security Working Group (MISWG) Member Countries

Australia	Austria	Belgium	Canada
Czech Republic	Denmark	Finland	France
Germany	Greece	Hungary	Iceland
Italy	Luxembourg	Netherlands	New Zealand
Norway	Poland	Portugal	Spain
Sweden	Switzerland	Turkey	UK
USA			

Letter of Intent (LoI) – Framework Agreement Member Countries

France	Germany	Italy	Spain	Sweden	UK
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NATO Member Countries

Belgium	Bulgaria	Canada	Czech Republic
Denmark	Estonia	France	Germany
Greece	Hungary	Iceland	Italy
Latvia	Lithuania	Luxembourg	Netherlands
Norway	Poland	Portugal	Romania
Slovakia	Slovenia	Spain	Turkey
UK	USA		

LETTER OF INTENT (LoI)

FRAMEWORK AGREEMENT

Overview

On 6 July 1998 the Defence Ministers of France, Germany, Italy, Spain, Sweden and the UK signed a Letter of Intent (LoI) designed to facilitate defence industry restructuring in Europe. The LoI set up six specialist Working Groups to examine the main areas where government was committed to identifying concrete proposals to remove some of the barriers to restructuring. The Framework Agreement signed on 27 July 2000 at the Farnborough Air Show consolidates the results of these Working Groups.

Visits between the Letter of Intent (LoI) Framework Agreement countries that involves access to sharable information classified RESTRICTED can be arranged between the facilities concerned and can take place without the submission of a LoI pro forma. Visits or attachments to UK defence contractors of over 21 consecutive day's duration require prior approval from IVCO. This notification should be provided **at least 2 working days before** the intended start of the visit. These procedures do not apply to information belonging to any other UK Government department or to a third party e.g. NATO

- 1 The LoI procedures apply to contractors and military or civilian representatives of the Party who need to undertake visits to the following facilities:**
 - 1.1. A government department or establishment of another Framework Agreement Party
 - 1.2. The facilities of a Trans-national or other defence company or their sub-contractors located in one or more of the Parties
- 2 Visits where there is a need to access sharable protectively marked information graded Confidential or above, are subject to the following conditions:**
 - 2.1. The information is approved by the MoD as sharable. In cases of doubt advice should be sought from the Integrated Project Team.
 - 2.2. The visit has an official purpose related to defence activities of one or more of the Parties and they both agree that there is a need for the visit.
 - 2.3. The facility to be visited has an appropriate Facility Security Clearance (FSC).
 - 2.4. Prior to arrival at the facility, the Facility Security Official (FSO) of the requesting (sending) facility must provide details of the visitors and confirmation of the visitors Personnel Security Clearance to the receiving facility using the Letter of Intent Request for Visit form.
 - 2.5. To confirm identity the visitor must be in possession of an ID card or passport for presentation to the security authorities at the receiving facility.

The receiving FSO must ensure that accurate and full records are kept of all visitors, including their name, the organisation they represent, date of expiry of the Personal Security Clearance, the date(s) of the visit(s) and the name(s) of the person(s) visited. Such records are to be retained for a period no less than five years.

IVCO have the right to audit these records to ensure compliance.

Advice on any aspects of the LoI Security Procedures can be obtained from:

For Implementation aspects

IVCO
Defence Procurement Agency
#2004
Poplar –1
Abbey Wood
Bristol, BS34 8JH

For Policy aspects:

D DefSy
Ministry of Defence
Main Building
Zone 6C
Whitehall
London, SW1A 2HB

THE DECLARATION OF PRINCIPLES

Between the UK and US

Introduction

The Declaration of Principles (DoP) is a UK/US Government initiative to improve the co-operative framework between the two countries with the aim of facilitating collaboration between defence Contractors in the two countries. From the outset the Governments recognised the need to maintain adequate and appropriate security provisions for the protection of protectively marked information in UK & US contractor facilities. For security the UK Ministry of Defence (MoD) and the US Department of Defence (DoD) have agreed a new Security Implementation Arrangement (SIA) for Operations between the MoD and DoD and their respective defence industries.

Please note that the DOP is more widely known in the USA as the Security Implementing Arrangement (SIA) or Implementing Arrangement (IA).

All visits to Military establishments must come through IVCO

1. Visits to or from the USA involving the access/exchange of information marked Confidential or above.

- 1.1. Will require the prior approval of both Participants and the existing RFV form must continue to be submitted.
- 1.2. Programmes that involve visits related to contracts conforming to a bilateral programme conducted under a Memorandum of Understanding (MoU), or related to commercial contracts that have been approved by governments, may be processed as visitor block list.
- 1.3. A Block List should be developed by each participating contractor facility of those individuals who are participating in the programme or contract.
 - 1.3.1. In some instances, it may be feasible for a group of companies working on the same programme or contract to join together and submit a single list. Advice must be sought from IVCO.
 - 1.3.2. Visit authorisations under this procedure will be valid for the duration of the programme and there will be no limit on the number of visitors authorised.
 - 1.3.3. The list of visitors **must** be checked annually by the requesting facility to ensure that there remains a requirement for all persons to continue to be included.
 - 1.3.4. The addition & deletion of names must be submitted on separate sheets, and each must be clearly marked as Addition or Deletion. The reference number of the original request must be provided.
 - 1.3.5. Upon approval of the visit request by the UK and US Governments, direct arrangements may be made for visits to the participating contractor facilities and government organisations.

2. Visits involving access/exchange of UNCLASSIFIED or RESTRICTED Information to Contractors

- 2.1. Visits to Contractor facilities that involve access to, or the exchange of information at the UNCLASSIFIED or UK RESTRICTED levels do not require the approval of the Designated Security Authorities (DSA's) and may be arranged directly between the security officials of the sending and receiving facilities.
- 2.2. It is the responsibility of the host site to ensure that the visitor is escorted at all times and is not allowed access to information or areas for which a need-to-know has not been established.

Further information on the Declaration of Principals can be obtained from:

For Implementation aspects

IVCO
Defence Procurement Agency
#2004
Poplar –1
Abbey Wood
Bristol, BS34 8JH

For Policy aspects:

D DefSy
Ministry of Defence
Main Building
Zone 6C
Whitehall
London, SW1A 2HB

OUTWARD VISITS

Introduction

IVCO process visit requests by list X contractor staff who are required to undertake visits to overseas government or contractor establishments inc NATO HQ & NATO Agencies involving the discussion of protectively marked information relating to defence programmes or contracts only.

1. Visits where access is required at CONFIDENTIAL or above

- 1.1 Except for visits between the Parties to the Lol Framework Agreement relating to sharable information, all RFVs must be submitted to IVCO where access is required to information marked CONFIDENTIAL or above.

1. Visits where access does not exceed RESTRICTED

- 1.1. RFV's **must** be submitted to IVCO, for any visits to any country not listed in paragraph 1.2, even though the level of access/discussions would not exceed RESTRICTED level.
- 1.2. IVCO no longer require RFV's to be submitted for visits to MoD establishment or Defence Contractor sites, located in Belgium, Czech Republic, Luxembourg, Netherlands, Portugal, any of the Lol Countries and the US.
- 1.3. This ruling is applicable to one time and intermittent visits of less than 21 consecutive days only. Attachments in excess of 21 consecutive days, regardless of the level of information involved, will still require a RFV to be submitted to IVCO.
- 1.4. Unclassified or RESTRICTED visits undertaken without a RFV cannot be converted to cover any information marked confidential or above without the visitor requesting that his NSA/DSA submit a RFV to IVCO in the normal manner. IVCO will still require the normal working days notice for the country concerned.
- 1.5. One-time and recurring visits conducted without the submission of a RFV cannot be converted to an Attachment without the submission of a RFV.

2 Amendments to visit requests is limited to changes below

- 2.1 You are not allowed to extend the dates of a visit if this change will result in the visit being valid for longer than 1 year. Likewise, dates cannot be amended to bring the start date of a visit forward to an earlier date.
- 2.2 A visitor can be added to a visit request that originally requested visits to a number of sites, even if they will be required to only visit one of the sites (maximum of 10 amendments per visit request and 100 people per amendment).
- 2.3 Deletions of visitors from RFV's should be passed to IVCO as an amendment so that they can be removed from any on-going visits.
- 2.4 Termination of employment should be treated as a deletion and actioned as above.
- 2.5 Maximum number of amendments per visit request is 10

3 Emergency Visits

3.1 IVCO are aware that in certain circumstances a visitor will not have the required number of days notice in which to submit a RFV. In these circumstances an Emergency Visit can be requested. For an Emergency Visit the required lead-time can be cut to 10 working days. However, the following should be noted;

3.1.1 An Emergency Visit can only last for a maximum of 30 days.

3.1.2 The visit must be related to an official government programme, request for tender offer (e.g. submission of, or amendment to, a bid or proposal or attendance at a pre-contract negotiations or bidders conference).

3.1.3 The visit must be in response to the invitation of a host government official and is in connection with an official government project, programme or contract.

3.1.4 A programme, project or contract opportunity will be placed in jeopardy if the RFV is not submitted as an Emergency.

3.2 IVCO require a letter from the host advising that an Emergency RFV must be submitted and providing full justification for the request. This should be attached to the visit request .

3.3 IVCO will always be prepared to process a legitimate Emergency Visit application such requests will be stringently vetted by IVCO and the receiving Government security authority accordingly they should only be submitted in the urgent circumstances. The following examples do not justify the use of the Emergency Visit procedure.

3.3.1 Courtesy calls.

3.3.2 Arriving at sites uninvited.

3.3.3 Administrative oversights on the part of the requesting facility.

4 USA – general points to remember

4.1 The US lead-time is 30 working days.

4.2 A fax number (and e-mail address if known) for the Point of Contact (PoC) is essential and they must be a US national. Failure to provide a fax number could lead to immediate rejection of the visit by the US Authorities.

4.3 The US PoC must be aware of the visit and must still be in post and working on the site to be visited.

4.4 There must be a DoD Point of Contact if there is a requirement to see protectively marked information. If there is no DoD PoC, the US Company must have either an Export License or Technical Assistance Agreement in place. This should be quoted in the subject field of the RFV.

4.5 Zip codes (postcodes) must be supplied for all sites. Failure to provide them will result in the immediate rejection of the RFV by the US Authorities.

5 NATO – General points to remember

- 5.1 A separate visit request is required for each visit to NATO HQ.
- 5.2 An annual pass will only be permitted if the visitor requires regular access of at least twice a month, every month.

6 Attachment/Extended Visits

- 6.1 Visits where a visitor would remain resident within a country for 21 consecutive days or longer would be known as an Attachment.
- 6.2 Attachments should be applied for on the normal RFV forms.
- 6.3 The lead-time for such requests will be the same as for other types of visit.
- 6.4 Attachments can be valid for a period of up to one year's duration. If the visit is to be for a longer period a new request should be submitted.
- 6.5 Groups of visitors on Attachment can be submitted as a block list, ensuring that all the visitors will be resident at the same site for the same period of time.
- 6.6 Visits to other sites must be submitted on a new request for visit form as you can only be attached to 1 site.

9. General points to remember

- 9.1. Only 1 (one) subject per visit request.
- 9.2. If using any acronym, ensure that it is fully explained and that it is recognised in the country you are visiting.
- 9.3. The visitors security clearance level should be recorded as TOP SECRET (TS)/SECRET (S) or CONFIDENTIAL (C) and not DV or SC.
- 9.4. **Norway** - Recurring visits can only run to the 31 December of the year of submission. If there is a requirement for the visit to continue past 31 December, then a new request will have to be submitted.
- 9.5. **NATO Agencies (NETMA, NC3A etc)** – Visits must be a separate request.
- 9.6. Maximum number of visitors per visit is 100 (Amendments to be made as and when necessary).

7 Index card instructions

- 7.1 You should indicate if the card is a new record or if it is an amendment to a previously issued card, and the change(s) should be highlighted.
- 7.2 A valid Proof of Vetting (POV) number and date must be quoted. It is important to remember that the clearance must be equal to, or greater than, the classification of the subject to be discussed.
- 7.3 A NATO certificate (Attached to your clearance) would be required for access to NATO information. This can be requested from the Defence Vetting Agency (DVA).
- 7.4 If the person for whom the card is being completed is a Consultant to your company, it is important that this is clearly identified on the card.
- 7.5 The index Card information will be retained until the company notifies IVCO that the security clearance is no longer required.

INWARD VISITS

Introduction

Foreign nationals who wish to undertake a visit requiring access to protectively marked information, and/or access to a RESTRICTED Area, within a UK MoD establishment or Defence Contractor site, must provide official confirmation of their security clearance in the form of a RFV. This RFV must arrive in IVCO at least 20 working days before the intended start of the visit.

It is the responsibility of the visitors to initiate the visit request and to ensure that it is approved by and transmitted through their own National Security Authorities/Designated Security Authorities (NSAs/DSAs) who should then send the RFV to their Embassy/High Commission in London. The Embassy/High Commission should process the RFV to IVCO. It is not the responsibility of the host MoD establishment or contractor to initiate the visit, only to inform the visitors of the agreed rules and regulations.

Once an RFV has been received by IVCO it will be forwarded to the relevant MoD Project Authority/sponsor. They consider the acceptability of the proposed visit including the clearance level required, and advise on any information that can/cannot be seen or areas that can/cannot be accessed by the visitor. IVCO will then inform the Facility Security Official of the decision that has been made.

1. Visits by foreign nationals of MISWG, Lol , NATO member nations including Australia and New Zealand, where access does not exceed RESTRICTED

- 1.1. IVCO no longer require RFV's to be submitted for visits to MoD establishment or Defence Contractor sites, where the level of access/discussions would not exceed RESTRICTED. However the prior arrangement and agreement of such visits must be made between the visitor and the MoD establishment or Defence Contractor site to be visited.
- 1.2. Establishment and contractor Facility Security Official's will remain responsible for ensuring that such visitors are escorted where appropriate.
- 1.3. Attachments in excess of 21 consecutive days, regardless of the level of information involved, will still require a RFV to be submitted to IVCO by the visitors NSA/DSA.
- 1.4. Unclassified or RESTRICTED visits undertaken without a RFV cannot be converted to cover any information marked CONFIDENTIAL or above without the visitor requesting that his NSA/DSA submit a RFV to IVCO in the normal manner. IVCO will still require 20 working days notice.
- 1.5. One-time and recurring visits conducted without the submission of a RFV cannot be converted to an Attachment without the submission of a RFV from the visitors NSA/DSA.

2. Visits by foreign nationals of all other nations, where access does not exceed RESTRICTED level

- 2.1 RFV's **must** be submitted to IVCO for any visits to a MoD establishment or Defence Contractor sites, by all other countries, even though the level of access/discussions would not exceed RESTRICTED level.

3. Visits by foreign nationals of all nations, where access is required at CONFIDENTIAL or above

- 3.1. RFV's **must** be submitted to IVCO by foreign nationals from all nations except in the case of visitors from the Parties to the Lol Framework Agreement.
- 3.2. The Lol agreement only applies to information that is pre-determined as "sharable".

4 Recurring Visitors

- 4.1 If a foreign national is required to make regular visits to a MoD establishment or Defence Contractor site IVCO suggest that the visitor submit a RFV for Recurring Visits. This avoids duplication of effort.
- 4.2 If the visitor is required to spend longer than 21 consecutive days on a site at any one time an Attachment to that site should be applied for.
- 4.3 A visitor can have more than one recurring visit running concurrently, for different projects, and different sites but a separate RFV must be submitted for each project.
- 4.4 A recurring RFV can be valid for a period of one year. There is no limit to the number of personnel, or sites which can be included upon it
- 4.5 Whilst on site visitors will be expected to comply with security regulations of the host and or any other instructions that may be given to them by the Facility Security Officer or other representative of the site being visited.

5. Attachments/Extended

- 5.1. If a foreign national is required to be resident at a site for a period of greater than 21 consecutive days at any one time, they must apply for an RFV Attachment, regardless of any UK protectively marked information involved.
- 5.2. Personnel who are seconded to the UK on an Attachment for a specific project activity can apply for Attachment authorisation for a period of up to 3 years. However restrictions may apply to the work that can be carried out.
- 5.3. Once attached a visitor can only visit other sites or be involved in other projects with the submission of a new RFV.
- 5.4. The issuing of passes at contractor sites is a matter for the Facility Security Officer.
- 5.5. No Attachment should proceed without the prior submission of a RFV from the visitors NSA/DSA and approval from IVCO.

6 Emergency Visits

- 6.1. In certain urgent circumstances a visitor will not have the required 20 working days notice in which to submit a RFV. In these circumstances an Emergency.
- 6.2. For an Emergency Visit the required lead-time can be cut to 5 working days. However, the following should be noted:
 - 6.2.1. An Emergency Visit can only last for 30 days.
 - 6.2.2. The visit must be related to an official government request for proposal, request for tender offer (e.g. submission of, or amendment to, a bid or proposal; attendance at pre-contract negotiations or bidders conference).
 - 6.2.3. The visit must be in response to the invitation of a host government official.
 - 6.2.4. A programme, project or contract opportunity will be placed in jeopardy if the RFV is submitted in the required lead-time.
- 6.3. IVCO require a letter from the UK host advising us that an Emergency RFV will be submitted and providing full justification for the request. This should be forwarded to IVCO immediately so that it can be attached to the RFV when it is dispatched to the MOD Project Authority.
- 6.4. Facility Security Officers are reminded that they have the power to prevent any visit, including those identified as Emergencies, to their site that they do not feel is fully justified or warranted.

6.5. Whilst IVCO will always be prepared to accept and process an Emergency Visit request the following examples do not justify the use of the Emergency Visit procedure.

6.5.1. Courtesy calls by foreign nationals.

6.5.2. Foreign nationals who arrive uninvited at sites.

6.5.3. Administrative oversights on the part of the requesting facility.

6.6. Any cases of a foreign defence contractor, or government, placing pressure on a UK defence contractor to accept an Emergency Visit request should be reported to IVCO immediately.

7 Amendments to visit requests

7.1. You are not allowed to extend the dates of a visit if this change will result in the visit being valid for longer than 1 year. Likewise, dates cannot be amended to bring the start date of a visit forward to an earlier date.

7.2. A visitor can be added to a visit request that originally requested visits to a number of sites, even if they will be required to only visit one of the sites. You should clearly mark on the amendment which site they are required to visit.

7.3. Deletions of visitors from RFV's should be passed to IVCO as soon as you become aware of them.

7.4. Maximum of 10 amendments per visit request

8 Visitor List

8.1 The maximum number of visitors per visit is 100 (Amendments to be made as & when necessary).

9 Uncleared visitors area (UAV):

9.1 For any foreign visitor going to an uncleared visits area, then you do not need to inform IVCO via a request for visit form, or LOI form, the visitors can deal direct with your site. However if these visitors are from China or Russia, please inform IVCO with the following information:

Full Name
Passport details
Date of Birth
Visit Dates

This information needs to be provided to IVCO with 5 working day notice and can be sent either by fax (01179134924) or by E-mail (desinfra-ivco@mod.uk)

10 Leads times (in weeks) for visits to MISWG member Countries

Australia	6	Italy	5
Austria	5	Luxembourg	4
Belgium	5	Netherlands	4
Canada	6	New Zealand	4
Czech Republic	4	Norway	5
Denmark	4	Poland	4
Finland	4	Portugal	5
France	5	Spain	6
Germany	4	Sweden	4
Greece	5	Switzerland	5
Hungary	4	Turkey	4
Iceland	4	UK	3
		USA	6

Leads times for visits to other Countries

Bahrain	4	Oman	4
Brazil	5	Qatar	4
Brunei	4	Russia	4
Bulgaria	5	Saudi Arabia	4
Croatia	6	Singapore	5
India	4	Slovakia	4
Israel	4	South Africa	5
Japan	5	UAE	4
Kuwait	4	NATO Agencies	4
South Korea	5	NATO HQ Passes	1

REQUEST FOR VISIT

- One Time
- Recurring
- Extended
- Emergency
- Amendment

Annex(es)
<input type="checkbox"/> Yes <input type="checkbox"/> No

1. ADMINISTRATIVE DATA	
REQUESTOR:	
DATE: / /	
TO:	VISIT ID:

2. REQUESTING GOVERNMENT AGENCY OR INDUSTRIAL FACILITY	
NAME:	Email:
POSTAL ADDRESS:	
TELEX/FAX NO:	TEL NO:

3. GOVERNMENT AGENCY OR INDUSTRIAL FACILITY TO BE VISITED	
NAME:	Email:
ADDRESS:	
TELEX/FAX NO:	
POINT OF CONTACT	TEL NO:
<i>If more than one site is to be visited please use the continuation sheet (Annex 2)</i>	

4. DATES OF VISIT: / / TO / /
(/ / TO / /)

5. TYPES OF VISIT (SELECT ONE FROM EACH COLUMN):	
<input type="checkbox"/> GOVERNMENT INITIATIVE	<input type="checkbox"/> INITIATED BY REQUESTING AGENCY OR FACILITY
<input type="checkbox"/> COMMERCIAL INITIATIVE	<input type="checkbox"/> BY INVITATION OF THE FACILITY TO BE VISITED

6. SUBJECT TO BE DISCUSSED/JUSTIFICATION	
Is this a UK MoD Project: Yes <input type="checkbox"/>	Is this a Non UK MoD Project: Yes <input type="checkbox"/>
If a UK MoD Project visit please provide a UK MoD POC:	Tel:

7. ANTICIPATED LEVEL OF CLASSIFIED INFORMATION TO BE INVOLVED:

8. IS THE VISIT PERTINENT TO:	SPECIFY:
A SPECIFIC EQUIPMENT OR WEAPON SYSTEM	<input type="checkbox"/>
FOREIGN MILITARY SALES OR EXPORT LICENSE	<input type="checkbox"/>
A PROGRAMME OR AGREEMENT	<input type="checkbox"/>
A DEFENCE ACQUISITION PROCESS	<input type="checkbox"/>
OTHER	<input type="checkbox"/>

REQUEST FOR VISIT (CONTINUED)

9. PARTICULAR OF VISITORS

NAME:

DATE OF BIRTH: / /

PLACE OF

BIRTH:

SECURITY CLEARANCE:

PASSPORT NO:

NATIONALITY:

POSITION:

COMPANY/AGENCY

NAME:

DATE OF BIRTH: / /

PLACE OF

BIRTH:

SECURITY CLEARANCE:

PASSPORT NO:

NATIONALITY:

POSITION:

COMPANY/AGENCY

If needed please use the continuation sheet (Annex 2)

10. THE SECURITY OFFICER OF THE REQUESTING FACILITY OR AGENCY

NAME:

Email:

TEL NO:

Fax:

SIGNATURE:

11. CERTIFICATION OF SECURITY CLEARANCE (Completed by Government Certifying Authority)

NAME:

ADDRESS:

TEL NO:

SIGNATURE:

STAMP

12. REQUESTING SECURITY AUTHORITY (Requesting NSA/DSA)

NAME:

ADDRESS:

TEL NO:

SIGNATURE:

DATE: / /

STAMP

13. REMARKS

Continuation of Section - 3. GOVERNMENT AGENCY OR INDUSTRIAL FACILITY TO BE VISITED

NAME:	Email:
ADDRESS:	
TELEX/FAX NO:	
POINT OF CONTACT	TEL NO:

NAME:	Email:
ADDRESS:	
TELEX/FAX NO:	
POINT OF CONTACT	TEL NO:

NAME:	Email:
ADDRESS:	
TELEX/FAX NO:	
POINT OF CONTACT	TEL NO:

NAME:	Email:
ADDRESS:	
TELEX/FAX NO:	
POINT OF CONTACT	TEL NO:

NAME:	Email:
ADDRESS:	
TELEX/FAX NO:	
POINT OF CONTACT	TEL NO:

NAME:	Email:
ADDRESS:	
TELEX/FAX NO:	
POINT OF CONTACT	TEL NO:

Continuation of Section - 9. PARTICULAR OF VISITORS

NAME:		
DATE OF BIRTH:	/	/
BIRTH:		PLACE OF
SECURITY CLEARANCE:		PASSPORT
NO:	NATIONALITY:	
POSITION:		
COMPANY/AGENCY		

NAME:		
DATE OF BIRTH:	/	/
BIRTH:		PLACE OF
SECURITY CLEARANCE:		PASSPORT
NO:	NATIONALITY:	
POSITION:		
COMPANY/AGENCY		

NAME:		
DATE OF BIRTH:	/	/
BIRTH:		PLACE OF
SECURITY CLEARANCE:		PASSPORT
NO:	NATIONALITY:	
POSITION:		
COMPANY/AGENCY		

NAME:		
DATE OF BIRTH:	/	/
BIRTH:		PLACE OF
SECURITY CLEARANCE:		PASSPORT
NO:	NATIONALITY:	
POSITION:		
COMPANY/AGENCY		

LOI REQUEST FOR VISIT

- One Time
 Recurring
 More than 21 days

1. REQUESTING ESTABLISHMENT/COMPANY/AGENCY

Name:

Address:

Security Officer:

Email:

Tel No:

Fax No:

Point of Contact:

2. ESTABLISHMENT/COMPANY/AGENCY TO BE VISITED

Name:

Address:

Security Officer:

Email:

Tel No:

Fax No:

Point of Contact:

Please use Continuation Sheet 1 for any additional Sites to be visited

3. DATE OF VISIT

From:

/ /

To:

/ /

4. SUBJECT TO BE DISCUSSED:

Project/ Contract/ Programme:

5. ANTICIPATED LEVEL OF DISCUSSION:

CONFIDENTIAL

SECRET

6. VISITOR DETAILS

Name:

Passport Number:

Date of Birth:

Nationality:

Security Clearance Level:

Expiry Date: / /

Rank/Grade:

Company/Agency:

Position :

Please use Continuation Sheet 2 for additional Visitors

SIGNATURE:

DATE:

Continuation of Section 6 – VISITOR DETAILS

Name:	Passport Number:
Date of Birth:	Nationality:
Security Clearance Level:	Expiry Date: / /
Rank/Grade:	
Company/Agency:	Position:

Name:	Passport Number:
Date of Birth:	Nationality:
Security Clearance Level:	Expiry Date: / /
Rank/Grade:	
Company/Agency:	Position:

Name:	Passport Number:
Date of Birth:	Nationality:
Security Clearance Level:	Expiry Date: / /
Rank/Grade:	
Company/Agency:	Position:

Name:	Passport Number:
Date of Birth:	Nationality:
Security Clearance Level:	Expiry Date: / /
Rank/Grade:	
Company/Agency:	Position:

Name:	Passport Number:
Date of Birth:	Nationality:
Security Clearance Level:	Expiry Date: / /
Rank/Grade:	
Company/Agency:	Position:

Name:	Passport Number:
Date of Birth:	Nationality:
Security Clearance Level:	Expiry Date: / /
Rank/Grade:	
Company/Agency:	Position:

New Card

Amendment to previous card

Surname:	Nationality:	
Forename(s):	Nationality other:	
Country of birth:		
Place of birth:	Date of Birth:	
Clearance level:		
POV Reference:	POV Date:	POV Expiry Date:
Passport Number:	Passport Country:	
Passport issue:	Passport Expiry date:	
Company Name:		
Position in firm:	Date left:	

* POV – Proof of Vetting Reference number (obtained from DVA)

Points to Note: Outward

1. The request for visit form must be fully completed in sections 1-10 before being submitted to IVCO, if any information is missing on the form, this visit will be rejected by IVCO, thus meaning a new application will need to be submitted and the required lead time being provided.
2. Ensure that section 3 has full contact details of the host site inc Telephone, Fax and E-mail details, if this information is not provided, the request will be rejected.
3. If this visit is an amendment, in section 1 please state what IVCO reference number you are amending. Also state which amendment number you are submitting (Example Amendment 1, Amendment 2)
4. For all Emergency visit requests, 10 full working days must be provided, along with a letter of justification
5. All visits can be submitted by e-mail (desinfra-ivco@mod.uk) or by Fax (01179134924)

Points to Note: Inward

1. If you are expecting a foreign national onto your site and they are not part of MISWG, NATO or LOI and you have not had confirmation of the visit from IVCO, please contact IVCO and we can discuss
2. Please ensure that you provide IVCO with 5 working days for foreign visitors (China & Russia) going to your Uncleared visitors area (UAV)
3. Please submit all queries on current visits to either desinfra-ivco@mod.uk or 33840/33841/33842

Further Information

Forms and Guidance Notes

Request for Visit forms can be obtained by emailing IVCO at desinfra-ivco@mod.uk or from the MoD UK web site at www.mod.uk/despsya

Multinational Industrial Security Working Group (MISWG)

www.avanco.com/n/ips_miswg.html - Document No. 7

Letter of Intent – Framework Agreement

<http://www.mod.uk/issues/edi/>