



UNCLASSIFIED

U.S. DEPARTMENT OF STATE

DIPLOMATIC SECURITY

Certification Unit Fax: 571-345-3150 Tel: 571-345-3365

DSPSSCertTeam@state.gov

DOS CONTRACTORS: Send VARs to DS/SI/IND Fax: 571-345-3000, INDeCCcerts@state.gov

Frequent Government Visitors – PSCs – Detailees from Federal Agencies

GUIDELINE SHEET

The following information must be submitted **by fax or email** from the visitor's Parent Agency according to the following guideline:

- **MUST** be submitted on PARENT Agency's Letterhead
- **MUST** be signed by an authorizing signature from the SECURITY OFFICE
- Provide information at least 5 days in advance, 10 days for 6 or more visitors

Visit Requests not submitted on proper letterhead or without a signature are subject to rejection.

Subject's identifying information:

- A. Name
- B. Date of Birth / Place of Birth
- C. Social Security Number (*full number is necessary*)
- D. Name of Agency (*employer*)

Subject's Security Clearance information: (*Provided by the Agency's Security Office*)

- E. Level of Clearance granted (*Collateral clearances only, for SCI access contact the SSO office at DS_SSO@state.gov, Tel: 202-647-8863 or Fax: 202-736-4228*)
- F. Date Clearance was granted
- G. Clearance Granting Agency
- H. Type of Investigation completed
- I. Date Investigation was completed
- J. Investigating Agency (*if different from granting agency*)
- K. Ongoing Investigation Information (*if applicable*)

Visit Information:

- L. Purpose of visit (*Please be specific about the PURPOSE to gain access to the facility*)
 - IF the Visitor is a DETAILEE – the DOS sponsoring office must submit a DS-1143
 - IF the Visitor will be traveling to an U.S. Embassy or Overseas Post, please list the specific Post or Embassy. An eCC may also need to be submitted.
- M. Length of visit (*FORMAT: mm/dd/yyyy – mm/dd/yyyy*)
- N. Point of Contact at the Department of State: include NAME, TITLE, OFFICE (*DO NOT put the Certification Unit as the POC, but the office and person with whom you are meeting or working with for your visit.*)

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05-2017