Visit Request - U.S. Citizen

When completed this form contains PII *(Personal Identification Information)*. This information must be encrypted when electronically transmitted. If the form is printed, it must be covered by a SBU *(Sensitive But Unclassified)* coversheet, form number NF1686.

Paperwork Reduction Act Statement

This information collection meets the requirements of 44 U.S.C. § 3507, as amended by section 2 of the Paperwork Reduction Act of 1995. You do not need to answer these questions unless we display a valid Office of Management and Budget *(OMB)* control number. The OMB control number for this collection is 2700-0158 and expires on 08/31/2017. We estimate that it will take five (5) minutes to read the instructions, gather the facts, and answer the questions. Send only comments regarding the time estimate to: james.p.nicholas@nasa.gov.

INSTRUCTIONS

1. Seventy two *(72)* hours advance notice is required for all visit requests.
2. For unescorted access please fax *(661-276-2732)* proof of your security clearance or verification of a completed background investigation *(NACI)*.
3. All personal visits must be escorted.
4. ALL visits must be approved by the Employee's Branch Chief or higher, or the Contract Employee's CO, COTR or TM.

TYPE OF VISIT ◉ ESCORTED ○ UNESCORTED ○ CLASSIFIED

[redacted] [redacted]

VISITOR INFORMATION

1	FULL NAME OF VISITOR:	DATE OF BIRTH:	COMPANY NAME:	DATES OF VISIT:
	PLACE OF BIRTH *(City, State, Country)*:	CITIZENSHIP:	DRIVER LIC. NO. AND STATE OF ISSUE:	*SSN *(Last 6 digits)*:
2	FULL NAME OF VISITOR:	DATE OF BIRTH:	COMPANY NAME:	DATES OF VISIT:
	PLACE OF BIRTH *(City, State, Country)*:	CITIZENSHIP:	DRIVER LIC. NO. AND STATE OF ISSUE:	*SSN *(Last 6 digits)*:
3	FULL NAME OF VISITOR:	DATE OF BIRTH:	COMPANY NAME:	DATES OF VISIT:
	PLACE OF BIRTH *(City, State, Country)*:	CITIZENSHIP:	DRIVER LIC. NO. AND STATE OF ISSUE:	*SSN *(Last 6 digits)*:
NAME OF SPONSOR TO BE VISITED/SSN *(last 6 dig)*:		EXT.:	NAME OF REQUESTOR *(if different than sponsor)*:	DATE:

PURPOSE OF VISIT:

Preproposal/pre-bid conference will be held as indicated below:

Date: June 18, 2015
Time: 9 A.M. PST
Location: Ames Research Center, Mountain View, CA

Submit the AFRC10735 form to Rosalia Toberman via e-mail: rosalia.toberman@nasa.gov and Giovanna.bowen@nasa.gov.

APPROVAL

BRANCH CH. *(or higher)*, CO, COTR OR TM *(print name)*:	BRANCH CHIEF *(or higher)*, CO, COTR OR TM SIGNATURE:	DATE:

1. Visitors must show picture identification on arrival.
2. Sponsors are responsible for visitors while at AFRC.
3. Visit requests that do not indicate escorted or unescorted will be assigned an escorted visit.

[redacted]

* SUBJECT TO PRIVACY ACT OF 1974
When not under the continuing control and supervision of a person authorized access to such material, it must be, as a minimum, maintained under locked condition.

AFRC 10735
Rev: 3.4
Only the current revision will be accepted.