

INSTRUCTIONS FOR SAUDI ARABIA REQUEST FOR VISIT (RFV) FORM

The following form must be completed in full. Failure to complete all areas of the form may result in the Request For Visit (RFV) being rejected.

A. GENERAL INSTRUCTIONS

1. DSS requires five (5) business days for processing RFV requests, and Saudi Arabia requires an *additional* thirty (30) calendar days to review for approval.
2. Form must be typed. Hand written forms will be rejected.
3. Visitor SSN does not go on Saudi form, but, on the FAX cover sheet.
4. Include a photocopy of the passport and photo.

B. SPECIFIC INSTRUCTIONS

Block 1-10 Complete the blocks as indicated on the form.

Special Blocks to review:

Block 11 Be as specific as possible. Training, Job Title, or Site Visit will not be accepted.

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 address and contact number.

Block 24 Must be signed by the FSO. Ensure that this is FSO's signature and NOT that of visitor.

**If you have any questions, please contact the DSS International Division
at 855-834-0375 or RFV@dss.mil.**

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 الكامل باللغة العربية : | | | | | |
| 6. Place of Origin | | 5. Nationality | 4. Date of Birth | 3. Place of Birth | 2. Country of Birth | | |
| 9. Position | | 8. No. of Children | | 7. Civil Status | | | |
| ٩. الوظيفة | | ٨. عدد الأبناء | | ٧. الحالة الاجتماعية : | | | |
| 12. Place of Visit | | 11. Purpose of Visit | | 10. Type of Visit | | | |
| ١٢. الجهة | | ١١. الغرض من الزيارة | | ١٠. نوع الزيارة | | | |
| 14. Date of Visit | | 13. Anticipated Level of Classified Info to be Discussed: | | ١٣. طبيعة المعلومات التي سوف تناقش | | | |
| From: | | من : / / | | Classified / مصنف | | | |
| To : | | إلى : / / | | 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 : | |
| A. City: | | Organization: | | From: | | To: | |
| B. City: | | Organization: | | From: | | To: | |
| C. City: | | Organization: | | From: | | To: | |
| A. School / College: | | B. Date of Graduation: | | ٢٠. المؤهل الدراسي | | ٢٠. المؤهل الدراسي | |
| C. Country of Graduation: | | B. Date of Graduation: | | ٢٠. تاريخ التخرج | | ٢٠. تاريخ التخرج | |

| | | | | |
|--|--|---|---|---|
| <p>..... ٢١. العنوان ورقم الهاتف في بلده الأصلي</p> <p>21. Address and Telephone Number in Original Country:</p> <p>TELEPHONE: / FAX: / e-mail:</p> | | | | |
| <p>..... ٢٢. عنوان الإقامة ورقم الهاتف</p> <p>22. The Residence Address and Telephone Number:</p> | | | | |
| <p>..... مستوى التصنيف الأمني للزيارة المطلوبة</p> <p>The Visit Level of Security Clearance:</p> | | <p>..... التاريخ</p> <p>Date:</p> | <p>..... ٢٣. الإجازة الأمنية</p> <p>23. Security Clearance:</p> | |
| <p>SIGNATURE التوقيع</p> | | <p>POSITION الوظيفة</p> | <p>NAME الاسم</p> | <p>٢٤. توقيع طالب التصريح</p> <p>24. Signature Of Requester</p> |
| <p>الحتم</p> <p>SIGN. التوقيع</p> | | <p>POSITION الوظيفة</p> | <p>NAME الاسم</p> | <p>٢٥. توقيع الجهة الطالبة للزيارة</p> <p>25. Sign. Of visit Org. Requestor</p> |
| <p>STAMP</p> | | | | |
| <p>Remarks: ملاحظات :</p> | | | | |
| <p>..... الحتم الرسمي</p> <p>Official Stamp</p> | | <p>التوقيع :</p> <p>Sign. :</p> | <p>لا أوافق / Reject</p> | <p>أوافق / Accept</p> |
| <p>٢٦. موافقة الجهة الأمنية على الزيارة</p> <p>26. Security Approval for Visit.</p> | | | | |

Attachments:

1. Passport Copy
2. New Color Photo

- المرفقات :
- ١ . صورة الجواز
 - ٢ . صورة شمسية حديثة وملونة