

LOCAL VISITOR REQUEST FORM

To: Pass & ID Office, Building 384
(Completed form may be faxed to 207-438-2669)

Visit Start Date: _____

Visit End Date: _____

From: Shop/Code/Org: _____

Is this a Classified Visit? YES _____ NO _____ Is this an Escorted Visit? YES _____ No _____
(Classified Visit: Submit through JPAS to SMO 39040 or official letterhead attached with clearance information)

Company or Organization Name: _____

Purpose and Location of Visit (Bldg): _____

VISITOR(S) INFORMATION: (Additional typed/written page is authorized for multiple visitors)

NAME: Last, First, Middle Initial	US Citizen (Yes or No)	State of Residence	If NOT Escorted: SSN/DATE OF BIRTH
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Special Requirements (Check as appropriate): Questions? Contact your Shipyard Visit Sponsor

Camera Permit: Yes _____ No _____ Laptop/PDA Permit Yes _____ No _____
Access to U-NNPI Yes _____ No _____ Shipboard Access Yes _____ No _____

PNS Sponsor (POC): (printed name) _____ Phone: _____

Signature: _____ Date: _____

Internal Control Use Only

Route to: 1710 _____ 1730 _____

Visit Request Serial No.

NAVSEA SACB Required/COLOR: _____ Escort Required (Y/N) _____

Escort (s) Briefing: Yes _____ No _____ Date: _____

Reviewed by: _____ Date: _____ Approved: _____ (Check)

PRIVACY ACT STATEMENT

Title 5 USC §301 authorizes collection of the information contained in this form. The primary use of this information is to adjudicate access to Portsmouth Naval Shipyard, its facilities and to maintain visit statistics. The Blanket Routine Uses that appears at the beginning of the Navy's compilation of systems of records notices applies to this form. Executive Order 9397 (22 Nov 1943) as amended by Executive Order 13478 (18 Nov 2008), authorizes use of the Social Security Number (SSN#) to distinguish individuals. Further, Department of Defense Instruction 1000.30 (12 Apr 2012) is also applicable. Furnishing your SSN#, as well as other data, is strictly voluntary. However, failure to do so may result in denying your request.