



Instructions for completion of a Request for Visit

Introduction

For official visits abroad requiring access to classified information or to security areas or which are subject to government approval, a visit request will be submitted by the visitor through his/her security officer, certifying/requesting NSA/DSA and receiving NSA/DSA to the agency, organization, or facility to be visited. These visit requests are formalized in the standard Request for Visit (RFV) procedure. Please be aware that internal guidelines may be observed in addition to the standardized process. Your security officer can certainly advise you.

IMPORTANT:

Visits for activities "hors service" and from associations cannot be initiated with a request for visit. Please contact your "Point of Contact" or „Foreign Liaison Office“ of the host.

Types of visits and procedures

Unless otherwise stated, the standard electronic Request for Visit form (eRFV form) has to be used. Exceptions are listed in the table in Annex 1.

There are four different types of visits:

- *one time visit*
- *recurring visit*
- *emergency visit*
- *amendment*

A one-time visit is a single visit for a specific purpose and to a specific site or sites, which is not anticipated to be repeated within the same calendar year. The duration of the visit will never be longer than the validity of the personnel security clearance of the visitor(s).

A recurring visit is for intermittent visits over a specified period of time to a specific site or sites and for a specific purpose. A recurring visit covers normally the duration of a government approved program, project or contract that requires participating personnel to make intermittent (recurring) visits to military, government, international organizations (e.g. NATO, EU, etc.), or industrial facilities of another country participating in the program. Visits covering a period of more than one year may be subject to annual review, as agreed by the participating countries NSA/DSA. The duration of the visit will never be longer than the validity of the personnel security clearance of the visitor(s).



An emergency visit is for a one-time visit that must take place as a matter of urgency and importance and as such that the normally required lead-time identified in the annex of this document cannot be met. Such unplanned or emergency visits should be arranged only in exceptional circumstances. To qualify as an emergency visit at least one of the following conditions must be met:

- a) the proposed visit is related to an official military, government, international organizations (e.g. NATO, EU, etc.) request for proposal/request for tender offer (e.g. submission of, or amendment to, a bid or proposal; attendance at pre-contract negotiations or bidder's conference);
- b) the visit is to be made in response to the invitation of a host government, military, international organizations (e.g. NATO, EU, etc.) official or host contract official and is in connection with an official military, government, international organizations (e.g. NATO, EU, etc.) project, program or contract;
- c) a program, project, contract opportunity or otherwise significant financial interest will be placed in jeopardy if the visit request is not approved; or
- d) operations and/or personnel are placed in direct jeopardy if the visit is not approved.

Emergency visits must indicate the urgency under item no. 16 (*remarks*) in the RFV form. Some countries may define the details for an emergency request individually. Please contact us should you have any questions.

When an already approved or pending RFV needs to be changed regarding dates, visitors and/or locations, an amendment referring to the original RFV must be submitted.

For amendments, the standard RFV Form should be used. The type of visit cannot be changed via the amendment procedure. Amendments should refer to the original request that is still pending or already approved by the receiving NSA/DSA.

For all types of visit, the attached eRFV form should be used. The forms should be completed in English. All information on the form have to be brought by the visitor; the applicants are asked to contact their hosts for phone numbers, e-mail addresses or point of contact information, if necessary.

For visits including access to classified information and/or access to security areas all visitors must have a Personnel Security Clearance (cf. item no. 11) covering the entire duration of the visit.

The complete Request for Visit forms are to be signed by the Security Officer in time (cf. Annex 1) and to be submitted by e-mail to rfv@gs-vbs.admin.ch.

► Incoming visits (i.e. visits from abroad to Switzerland) have to be submitted to our Office to the same e-mail address (rfv@gs-vbs.admin.ch) 20 working days prior to the start of the visit.



Header [Country / international organization name]	Insert full country or international organization name (e.g. NATO, EU) of the host.
1. TYPE OF VISIT REQUEST	<p>Select the appropriate checkbox for the type of visit request.</p> <p>If the Emergency checkbox is selected, complete the remarks portion in item 16 of the RFV Form to explain the reasons behind the emergency RFV.</p> <p>For recurring visits please indicate in item no. 10 (<i>Recurring visit to discuss...</i>)</p> <p>If the Amendment checkbox is selected, mark the appropriate checkbox for the type of amendments and insert the reference number provided by the NSA/DSA of the original RFV that the amendment is made to.</p> <p>Depending on the laws/regulations of the countries involved, a one-time visit request which is issued for the posting of personnel may require additional information/documents to be included with the RFV Form.</p>
2. TYPE OF INFORMATION / MATERIAL OR SITE ACCESS:	<p>Select the appropriate checkbox for the type of information/material or site access.</p> <p>Note: For RESTRICTED (INTERN), submit a Request for Visit if needed (cf. Annex 1).</p>
3. SUMMARY:	Insert the number of sites to be visited (item no. 6) and the number of visitors (field no. 12). The system adds the respective numbers automatically.
4. ADMINISTRATIVE DATA:	DO NOT FILL IN – LEAVE BLANK <i>To be completed by requesting NSA/DSA if required.</i>
5. REQUESTING GOVERNMENT AGENCY OR INDUSTRIAL FACILITY:	<p>Select the appropriate checkbox (only one box) for the entity of the requesting government agency, organization or industrial facility.</p> <p>Insert the full name, full postal address (include city, canton, and zip code), e-mail address, facsimile number and telephone number (-> intl. code +41).</p> <p>Also, fill name of your point of contact (POC) incl. phone number and e-mail address.</p>



6. GOVERNMENT AGENCY(IES), ORGANIZATION(S) OR INDUSTRIAL FACILITY TO BE VISITED:	Complete Annex 1 to the RFV Form to include information on all of the sites to be visited. Insert name of your Point of Contact or Security Officer / secondary Point of Contact for possible questions
7. DATE OF VISIT:	Insert the period of the visit by using numeral "day/month/year" (DD/MM/YYYY, e.g. 14/05/2015).
8. TYPE OF INITIATIVE:	Select one item from each column as indicated.
9. IS THE VISIT PERTINENT TO:	Select the appropriate checkbox and specify the full name of the government project/programmed. Foreign Military Sales-case, etc., or request for proposal or tender offer. Abbreviations should be avoided.
10. SUBJECT TO BE DISCUSSED / JUSTIFICATION/PURPOSE:	Give a brief description of the subject(s) motivating the visit. If known, include the details of the host Government/Project Authority and solicitation/contract number. Abbreviations should be avoided. Remarks: 1) In case of a recurring visit, this item of the RFV Form should state "Recurring Visits" as the first words in the data element (e.g. Recurring Visits to discuss...). 2) It is strongly advised to repeat the subject to be discussed and/or the justification of the visit in the language of the receiving country. 3) Make sure to describe the subject to be discussed in a way that it does not reveal any classified information since the completed RFV is considered to be an Unclassified document.



11. ANTICIPATED HIGHEST LEVEL OF INFORMATION / MATERIAL OR SITE ACCESS TO BE INVOLVED:	<p>Select the appropriate checkbox for the anticipated highest level of information/material or site access to be involved (SECRET [GEHEIM/SECRET/SEGRETO] / CONFIDENTIAL [VERTRAULICH/CONFIDENTIEL/CONFIDENZIALE] / RESTRICTED [INTERN /INTERNE/AD USO INTERNO] or UNCLASSIFIED [UNKLASSIFIZIERT/NON CLASSIFIÉ/NON CLASSIFICATO].</p> <p>Select the box “Other” if pertaining to another level of information/material or site access to be involved such as NATO SECRET, etc. It can also be used for any additional security caveats such as “SECRET - EYES ONLY”, etc.</p> <p>For UNCLASSIFIED visits no access to neither classified information nor to security areas is being granted and no Personnel Security Clearance is required.</p> <p>For visits abroad (e.g. from Switzerland to the U.S.) please ask your host what is applicable for the planned visit.</p>
12. PARTICULARS OF VISITOR(S):	<p>Complete Annex 2 to the RFV Form to include information on all of the visitors. When there is more than one visitor, enter the visitors’ surnames in alphabetic order if possible.</p> <p>IMPORTANT: For Swiss citizens fill in the field „Place of Birth“ the place of origin as indicated in your passport / ID card.</p> <p>Please verify your <u>Pass- or ID-card number!</u></p>
13. THE SECURITY OFFICER OF THE REQUESTING GOVERNMENT AGENCY OR INDUSTRIAL FACILITY:	<p>This item requires the name, telephone number, e-mail address, and signature of the requesting Security Officer.</p>
14. CERTIFICATION OF SECURITY CLEARANCE LEVEL	<p>DO NOT FILL IN – LEAVE BLANK</p> <p><i>To be completed by requesting NSA/DSA if required.</i></p>
15. REQUESTING NATIONAL SECURITY AUTHORITY / DESIGNATED SECURITY AUTHORITY:	<p>DO NOT FILL IN – LEAVE BLANK</p> <p><i>To be completed by requesting NSA/DSA if required.</i></p>



16. Remarks:	<p>In case of an emergency visit, it is mandatory to give the reasons for the emergency visit in this field of the RFV Form. This item can be used for certain administrative requirements (e.g. proposed itinerary, request for hotel, and/or transportation, etc.).</p> <p>This space is also available for the the receiving NSA/DSA for processing (e.g., “no security objections”, etc.).</p> <p>In case a special briefing is required, the type of briefing and the date that the briefing was given should be stated.</p>
Annex 1 TO RFV FORM GOVERNMENT AGENCY(IES), ORGANIZATION(S) OR INDUSTRIAL FACILITY(IES) TO BE VISITED:	<p>Select the appropriate checkbox (only one box) for the government agency, organization or industrial facility to be visited. Repeat for every site to be visited.</p> <p>For requests for visit to the U.S.: For visits to the United States, one RFV Form with Annexes for each agency/organization/facility to be visited should be filled in.</p> <p>For visits to military sites in the United States, it is mandatory to specify which military unit will be visited (e.g. Army, Air Force, Navy, Marine Corps or Defense Intelligence Agency).</p> <p>.</p>
Annex 2 to RFV Form PARTICULARS OF VISITORS:	<p>Select the appropriate checkbox (only one box) for the type of employment of the visitor (e.g. military, defense public servant, government, industry/embedded contractor, international organization employee (e.g. NATO, EU, etc.). Repeat for every visitors.</p> <p><u>Surname</u> = Family name</p> <p><u>Forenames</u>: As per passport.</p> <p><u>DOB</u>: Insert date of birth by using numeral “day / month / year” (dd/mm/yyyy).</p> <p><u>Place of Birth</u>: Place of birth (city-province/state-country).</p> <p>IMPORTANT: For Swiss citizens fill in the field „Place of Birth“ the place of origin as indicated in your passport / ID card.</p> <p><u>Nationality</u>: Insert nationality as per passport.</p> <p><u>Security Clearance Level</u>: Actual security clearance status (e.g. TS, S, C). Indicate NATO clearance (CTS, NS, NC) if the visit is related to NATO business and the EU clearance for EU related visits.</p> <p><u>PP/ID Number</u>: Enter the passport number or ID card number, as required by host government. Verify the number of your passport / ID card!</p> <p><u>Position</u>: Insert the position the visitor holds in the organization (e.g., director, product manager, etc.).</p> <p><u>Company / Agency</u>: Insert the name of the government agency, organisation, or industrial facility that the visitor represents.</p>



Lead-times for submitting a RFV

Annex 1

Country ¹	RFV required for			„lead time“ ²	
	UNCLASSIFIED visits	classified visits			
		RE-STRIC-TED	CONFIDEN-TIAL / SECRET		
Albania	X	No	Yes	Yes	20
Austria		No	No	Yes	20
Australia		No	Yes	Yes	20
Belgium		No	No	Yes	20
Bulgaria	X	No	Yes	Yes	20
Canada		Yes	Yes	Yes	20
Croatia	X	No	No	Yes	20
Czech Republic		No	Yes	Yes	20
Denmark		No*	No	Yes	07
Estonia		No	Yes	Yes	30
Finnland		No*	No*	Yes	14
France		No	No	Yes	15
Germany		No*	No*	Yes	20
Greece	X	Yes	Yes	Yes	20
Hungary	X	No	No	Yes	20
Israel		No	Yes	Yes	20
Italy		No	Yes	Yes	20
Latvia	X	No	No	Yes	20
Lithuania	X	No	Yes	Yes	20
Luxemburg	X	No	Yes	Yes	14
Netherlands		No	Yes	Yes	10
New Zealand		No	No	Yes	10
Norway		No	Yes	Yes	10
Poland	X	No	No	Yes	25
Portugal	X	No	No	Yes	21
Romania		No	No	Yes	25
Slovakia	X	No	Yes	Yes	20
Slovenia	X	No	Yes	Yes	21
Spanien		No	Yes	Yes	20
Sweden		No*	No*	Yes	15
Switzerland		No	No	Yes	20
Turkey	X	n.a.	n.a.	Yes	21
UK		No	No	Yes	20
USA		Yes	Yes	Yes	21

The *countries in Italic* do NOT accept the eRFV form (cf. next page)

*) A RFV may be needed for visits to military installations. Ask your host.

The following countries require a special form for visits:

¹ This list represents the MISWG-members and is not exhaustive. In as well as out of a country marked with an (X) only UNCLASSIFIED visits are possible as there is no Security Agreement in place between Switzerland and the said country.

² The "lead time" is the number of working days that an RFV has to be in the possession of the requesting Security Authority prior to the visit. For the IOS-internal process, another 5 working days have to added.

**Germany**

-> [Form RFV DEU.dot](#)

Please use for visits to premises of the Federal Ministry Defence and the "Bundesheer" the special RFV form. For all other visits, the standard-form (eRFV-xt_USA+ Form) can be used.

Sweden

-> [Form RFV SWE.dot](#)

Please use for visits to premises of the Swedish Armed Forces Headquarter the special RFV form. For all other visits, the standard-form (eRFV-xt_USA+ Form) can be used.

If you have questions please contact: rfv@gs-vbs.admin.ch
Hotline; +41 79 341 90 84

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