

# **NUWC NEWPORT DIVISION VISITOR REQUEST INFORMATION**

- A visit request is **MANDATORY** for all visitors to NUWC Division Newport; government and civilian, regardless of the duration or classification of the visit. Access to NUWC Division Newport will not be granted under any circumstances without a valid visit authorization request (VAR) on file.
- If you can submit your VAR via DISS, you do not need to send a VAR on company letterhead.
- Due to the number of visit requests received, please allow 3-5 business days for processing time, whether received by DISS or on Company Letterhead via FAX or EMAIL.
- Visitors who arrive prior to the 3-5 working day processing window may not be guaranteed access.
- Please note, all individuals not in possession of a common access card (CAC) or Teslin Card (Retired Military/Dependent ID), will require a DBIDS card for access.
- No unescorted access will be granted without a valid DBIDS card or ID mentioned above.

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## **NUWCDIVNPT VISITOR REQUEST INFORMATION NEEDED:**

**\*\*Information must be on Company Letterhead\*\***

- 1) **Company/Organization Name, Address, Telephone, and FAX Number**
- 2) **Cage Code**
- 3) **Visitor(s) Full Name (As it appears on government issued ID – i.e. Driver's License)**
- 4) **Visitor(s) Full Social Security Number**
- 5) **Visitor(s) Date of Birth**
- 6) **Visitor(s) Place of Birth (City & State)**
  - a. If born outside the U.S, you MUST provide a Naturalization Number or US Passport
- 7) **Visitor(s) Citizenship**
- 8) **Level of Clearance:** UNCLASSIFIED or as appropriate
  - a. SCI Level Access MUST be coordinated SSO to SSO
- 9) **Do they possess a CAC, Teslin or DBIDS Card? (Yes or No)**
  - a. Please specify which visitor(s) have CAC, Retired Military/Dependent ID, DBIDS, or NOT APPLICABLE
- 10) **NUWCDIVNPT Point of Contact (Sponsor)**
  - a. MUST be a NUWC Government Employee
- 11) **Specific Date(s) of Visit, to include Year**
- 12) **Purpose of Visit**
- 13) **Contract Number, if applicable**
  - a. If NO Contract Number is provided, then the visit will be for 30 days at the UNCLASSIFIED Level
- 14) **Authorized Signature:**
  - a. Name, Title, Signature, and Date of Requesting Company/Organization Authorizing Official (MUST be a US Citizen)
  - b. Smaller companies that do not have a Security Officer to sign may use another Official or Secretary.
  - c. Individuals MUST NOT Sign their own request

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**Submit Visitor Request(s) and/or SECNAV form(s) 5512/1 via:**

- **JPAS/DISS SMO CODE:** 666045 (If no access to DISS, use methods below)
- **EMAIL FORM TO:** nuwc\_npt\_access\_control@navy.mil
- **FAX FORM TO:** (401) 832-4396

**\*\*ALL INCOMPLETE VISIT REQUESTS WILL BE DENIED\*\***

**Please call NUWC visitor control at (401) 832-2152 if you want to verify any visits or status on vetting.**