

**VERIFICATION OF INCOMING VISIT REQUEST**  
*(Prescribing Document – Security Handbook)*

FROM:  Badge and Pass Office, Point Loma Campus  
 Visitor Reception Office, Old Town Campus

DATE SENT

TIME SENT

Attached is a visit request sent to us from a company or government facility requesting access to SPAWARSYSCOM or SSC San Diego. You have been listed as the point of contact (POC) for this visit. In order for our office to process this request, we must have a signature from the POC verifying the visit is required.

**Please check the appropriate box below and complete the verification portion before returning the form.**

- Approved in its entirety.**
- Disapproved in its entirety.**
- Approved with deletions as annotated (mark out disapproved visitors).**

**POINT OF CONTACT VERIFICATION**

PRINTED NAME

SIGNATURE

CODE

PHONE NUMBER

This approval will only allow your visitor to obtain a 30-day temporary badge. If you require them to have a picture badge, you will need to submit a Picture Badge Form, SSC SD 5512/6.

Please return this completed form and visit request by facsimile machine or hand carry to the appropriate Badge and Pass Office.

Point Loma Campus, Badge and Pass Office, Building 27, 619-553-6169

Old Town Campus, Visitor Reception Office, Building OT6, 619-524-2745