

## REQUEST FOR UNCLASSIFIED VISIT BY FOREIGN NATIONAL

**INSTRUCTIONS:** Prepare and forward original to Code 1224, 5 workdays in advance of visit. If the visit will involve more than one Division, the request must be routed through each Division for approval and signature. Visitors representing a foreign government activity must submit a visit request to their respective Embassy in Washington, DC.

**NOTE:** This form is to be used for general visits by individuals from foreign commercial activities or U.S. and foreign-based learning institutions. Visits may be 1-day or recurring (intermittent visits over a specified period of time but less than 30 days). Information exchanged must have been published in open literature.

From: Code \_\_\_\_\_

To: Code 1224

Ref: (a) NRLINST 5510.40E

1. In accordance with reference (a), request the following person(s) be authorized to visit NRL on \_\_\_\_\_:

NAME	NATIONALITY	REPRESENTING

2. This visit will be with \_\_\_\_\_  
(Name of person to be visited)

Detailed specific purpose of visit and benefit to NRL: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

3. Job Order Number \_\_\_\_\_

4. \_\_\_\_\_ is on telephone number \_\_\_\_\_  
(Name of official escort)

SIGNATURE <i>(Person To Be Visited)</i>	SIGNATURE <i>(Branch Head)</i>	SIGNATURE <i>(Division Head)</i>
SIGNATURE <i>(Person To Be Visited)</i>	SIGNATURE <i>(Branch Head)</i>	SIGNATURE <i>(Division Head)</i>
SIGNATURE <i>(Person To Be Visited)</i>	SIGNATURE <i>(Branch Head)</i>	SIGNATURE <i>(Division Head)</i>

(Date)

**FIRST ENDORSEMENT on HQ-NRL 5521/1, Request for Unclassified Visit by Foreign National**

From: Code 1224  
To: Code \_\_\_\_\_  
Via: Code \_\_\_\_\_

1. Visit approved/disapproved in accordance with NRLINST 5510.40E.

NOTE: During each visit to NRL, the Visit Record noted below is to be in the possession of the official escort. Upon completion of the visit, the Record of Foreign Visit shall be completed and sent to Code 1224.

\_\_\_\_\_  
SIGNATURE (Security Official)

**RECORD OF FOREIGN VISIT**

DATE (Of Foreign Visit)

GUIDANCE FOR UNCLASSIFIED VISITS: Discussions of classified/sensitive information, visits to sensitive areas, or disclosure of critical technology are NOT AUTHORIZED. Limit technical discussion to that in the public domain or specifically authorized for public disclosure; no technical documentation will be released.

**COMPLETE FOR EACH OFFICIAL ESCORT**

Did the visitor express an undue interest in information that he/she is not authorized to receive, or express feelings harmful to the best interests of the United States?	YES*	NO	SIGNATURE	DATE (Signed)	DATE & TIME OF VISIT	
					Time in	Time out
						Time in
						Time out
						Time in
						Time out

\*If answer is "YES," use space provided below to give detailed explanation, as per NRLINST 5510.40E and SECNAVINST 5510.36.