



# List X Notice

Number 2015/03

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## **Subject: Use of New Request for Visit Form for Overseas Visits**

### **Introduction:**

1. It is the responsibility of Ministry of Defence, Defence Equipment and Support (DE&S) International Visit Control Office (IVCO) to process Requests for Visit (RfV) applications for MOD List X contractor staff requiring to undertake visits to overseas government or contractor establishments, that will involve discussions or access to classified information relating to defence programmes/contracts or in other circumstances where the host government requires an RfV to be submitted. Information on this requirement can be found in the "IVCO Guidance Notes for MOD List X Contractors" on the GOV.UK website at: <https://www.gov.uk/government/publications/defence-contractors-guidance-notes>.

### **Issue:**

2. A new version of the form to be used for the submission of RfVs has been agreed by the Multinational Industrial Security Working Group (MISWG). The new form is similar to the current form but has been slightly re-structured and includes a few new fields to be completed. A WORD version of the new RfV form was uploaded to the GOV.UK website sometime ago and can be found at: <https://www.gov.uk/defence-equipment-and-support-principal-security-advisor#psya-documents>. For information, a copy of the "Instructions for Completion of Request for Visit" is attached at Annex A.

3. With the aim of improving the process and introducing a paperless system the new RfV has also been produced as an electronic (eRfV) form to be completed on line and transmitted via email. Adobe Reader version 9 or higher must be used to complete the eRfV. Users who do not currently have at least version 9 of Adobe Reader on their IT system may download the latest version free of charge from the Adobe UK website at: <http://get.adobe.com/uk/reader/>.

4. The benefit of the eRfV form is that it includes drop down boxes for the dates fields etc. and tabs where the details of additional facilities to be visited and additional visitors can be added at Annexes 1 and 2 respectively. The eRfV is attached and is also available to download from the GOV.UK website at: <https://www.gov.uk/defence-equipment-and-support-principal-security-advisor#psya-documents>. Security of the eRfV is achieved by the use of digital signatures in Section 13 which is to be inserted by the Security Officer of the requesting facility and in Sections 14 and 15 which is completed by IVCO. A digital signature can be set up by "right clicking" on the red tab and following the prompts.

5. The visitor should fully complete questions 1-12 and Annexes 1 and 2 with the details of the facilities to be visited and the visitor/s. The eRfV should then be passed to the site Security Officer for question 13 to be answered and the application of their digital signature. Following completion of questions 1-13 and Annexes 1 and 2 the eRfV it should be e-mailed to IVCO at: [DESPSyA-IVCO@mod.uk](mailto:DESPSyA-IVCO@mod.uk).

6. When block visit lists are used in support of large programmes etc. where the number of visitors on the block list exceeds ten (10), and if the company prefers, the eRfV may be completed in

full with the details of only one visitor with the details of additional block list visitors included in a separate document (e.g. an excel spreadsheet) that is to be sent to IVCO with the eRfV form. The particulars of the visitors required by Annex 2 to the eRfV on the separate block list document must be completed in full otherwise the eRfV will be rejected by IVCO.

7. Submission of the eRfV form via e-mail to IVCO is preferred, however, if for any reason the eRfV form cannot be used the standard version of the RfV may exceptionally be used and e-mailed to IVCO. However, an explanation as to why the eRfV has not been used should be provided to IVCO.

8. If either the standard RfV or eRfV cannot be emailed then it may be printed, completed, signed and ink stamped at Section 13 and sent either by post or fax to IVCO at the following address:

Defence Equipment & Support  
Ministry of Defence  
International Visits Control Office (IVCO)  
Poplar -1, #2004 MOD Abbey Wood Bristol  
UK  
BS34 8JH  
Fax No: 030679 34924

### **Action by Industry:**

9. MoD List X contractors should download the Standard and eRfV from the Gov.uk website and preferably commence using the eRfV version from the **1 August 2015** for all of their overseas visit requests. The old version of the RfV will not be accepted by IVCO after the **30 September 2015**.

### **Validity / Expiry Date:**

10. This List X Notice is valid until rescinded or updated.

### **MOD Point of Contact Details:**

Defence Equipment & Support  
Ministry of Defence  
International Visits Control Office (IVCO)  
Poplar -1, #2004 MOD Abbey Wood Bristol  
BS34 8JH, UK  
Tel No: 030679 33840  
Fax No: 030679 34924  
E-Mail: [DESPSyA-IVCO@mod.uk](mailto:DESPSyA-IVCO@mod.uk).

3 July 2015

## INSTRUCTIONS FOR USE AND COMPLETION OF A REQUEST FOR VISIT

### 1. GENERAL INSTRUCTION

1.1 The Request for Visit (RFV) must be completed without misstatement or omission. Failure to provide all requested information will delay the processing and possibly lead to the denial of the request.

1.2 The RFV should be used for all types of international visits. Unless otherwise permitted by bilateral arrangements/agreements, the RFV must be processed on a Government-to-Government basis.

1.3 The RFV should be marked to identify which type of information/material or site access will be involved:

- a) CONFIDENTIAL or above;
- b) Access to security areas without access to classified information/material; or
- c) Unclassified/RESTRICTED<sup>1</sup> in accordance with the laws/regulations of the countries involved or identified in paragraph 10 of the MISWG Document No. 7.

1.4 This RFV should be typed. Electronic processing and transmitting of the RFV is encouraged. The completed RFV is normally an Unclassified document. However, in some exceptional cases, the completed RFV could be classified and therefore must be marked with an appropriate security marking and transmitted via secure channels. The completion of the RFV Form should be in the language of the receiving country or in English.

1.5 The RFV must be in the possession of the receiving host NSA/DSA in accordance with the RFV lead times detailed in paragraph 10 of the MISWG Document No. 7.

1.6 The completed RFV has to be submitted to the Security Officer of the requesting agency, organisation or facility. After completion by the Security Officer of the requesting agency, organisation or facility, the RFV should be sent to the following national agency's address that will process the request (to be inserted by issuing NSA/DSA):

Name of Agency	
Address:	
Fax no:	
E-mail address:	

### 2. DETAILED INSTRUCTIONS FOR COMPLETION OF REQUEST FOR VISIT

2.1 These detailed instructions are guidance for the visitors and the Security Officers who complete the RFV.

<b>HEADER</b>	Insert full country or international organisation name (e.g. NATO, EU, etc) of the host.
<b>1. TYPE OF VISIT REQUEST</b>	Select the appropriate checkbox for the type of visit request. If the Emergency checkbox is selected, complete the

<sup>1</sup> Includes UK OFFICIAL and UK OFFICIAL SENSITIVE

	<p>remarks portion in item 16 of the RFV Form to explain the reasons behind the emergency RFV.</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>
<b>2. TYPE OF INFORMATION/MATERIAL OR SITE ACCESS</b>	Select the appropriate checkbox for the type of information/material or site access.
<b>3. SUMMARY</b>	Insert the number of sites to be visited and the number of visitors.
<b>4. ADMINISTRATIVE DATA</b>	<b><u>DO NOT FILL IN – LEAVE BLANK</u></b> <i>To be completed by requesting NSA/DSA if required.</i>
<b>5. REQUESTING GOVERNMENT AGENCY, ORGANISATION OR INDUSTRIAL FACILITY</b>	Select the appropriate checkbox (only one box) for the entity of the requesting government agency, organisation or industrial facility. Insert the full name, full postal address (include city, province/state, and postal zone), e-mail address, facsimile number and telephone number.
<b>6. GOVERNMENT AGENCY(IES), ORGANISATION(S) OR INDUSTRIAL FACILITY(IES) TO BE VISITED</b>	Complete Annex 1 to the RFV Form to include information on all of the sites to be visited.
<b>7. DATE OF VISIT</b>	Insert the period of the visit by using numeral "day/month/year" (dd/mm/yyyy).
<b>8. TYPE OF INITIATIVE</b>	Select one item from each column as indicated.
<b>9. IS THE VISIT PERTINENT TO</b>	Select the appropriate checkbox and specify the full name of the government project/programme. Foreign Military Sales-case, etc., or request for proposal or tender offer. Abbreviations should be avoided.
<b>10. SUBJECT TO BE DISCUSSED/ JUSTIFICATION/PURPOSE</b>	<p>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.</p> <p><b>Remarks:</b></p> <p>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...).</p> <p>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.</p> <p>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.</p>
<b>11. ANTICIPATED HIGHEST LEVEL OF INFORMATION/MATERIAL OR SITE ACCESS TO BE INVOLVED</b>	<p>Select the appropriate checkbox for the anticipated highest level of information/material or site access to be involved.</p> <p>Select the box "Other" if pertaining to another level of information/material or site access to be involved such</p>

	as NATO SECRET, etc. It can also be used for any additional security caveats such as “SECRET - EYES ONLY”, etc.
<b>12. PARTICULARS OF VISITOR(S)</b>	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.
<b>13. THE SECURITY OFFICER OF THE REQUESTING AGENCY, ORGANISATION OR INDUSTRIAL FACILITY</b>	This item requires the name, telephone number, e-mail address, and signature of the requesting Security Officer.
<b>14. CERTIFICATION OF SECURITY CLEARANCE LEVEL</b>	<p><b><u>TO BE COMPLETED BY MOD IVCO - DO NOT FILL IN – LEAVE BLANK</u></b></p> <p><i>To be completed by government certifying authority only. In accordance with the laws/regulations of the countries involved, government certifying authority must also complete this item for RESTRICTED.</i></p> <p>Note for the certifying authority:</p> <ol style="list-style-type: none"> <li>1) Insert name, address, telephone number, and e-mail address.</li> <li>2) Sign, date and stamp, as applicable.</li> <li>3) If the certifying authority corresponds with the requesting National Security Authority, insert in this item: “See item 15 of the RFV Form”.</li> </ol> <p><b>Remark:</b> Items 14 and 15 of the RFV Form may be completed by the appropriate official of the Embassy of the requesting country as per national legislations, policies or directives.</p>
<b>15. REQUESTING SECURITY AUTHORITY</b>	<p><b><u>TO BE COMPLETED BY MOD IVCO - DO NOT FILL IN – LEAVE BLANK</u></b></p> <p><i>To be completed by the requesting NSA/DSA only as per below instructions.</i></p> <ol style="list-style-type: none"> <li>1) Insert name, address, telephone number, and e-mail address.</li> <li>2) Sign, date and stamp, as applicable.</li> </ol>
<b>16. REMARKS</b>	<ol style="list-style-type: none"> <li>1) In case of an emergency visit, it is mandatory to give the reasons for the emergency visit in this field of the RFV Form. The particulars of the knowledgeable person, as per MISWG Document No.7, paragraph 7.4, should also be identified in this field of the RFV Form.</li> <li>2) This item can be used for certain administrative requirements (e.g. proposed itinerary, request for hotel, and/or transportation, etc.).</li> <li>3) This space is also available for the receiving NSA/DSA for processing (e.g., “no security objections”, etc.).</li> <li>4) In case a special briefing is required, the type of briefing and the date that the briefing was given should be stated.</li> </ol>
<b>ANNEX 1 TO RFV FORM GOVERNMENT AGENCY(IES), ORGANISATION(S) OR INDUSTRIAL FACILITY(IES) TO BE VISITED</b>	<p>Select the appropriate checkbox (only one box) for the government agency, organisation or industrial facility to be visited. Repeat for every site to be visited.</p> <p>Insert the full name, full physical address (include city,</p>

	<p>province/state, and postal zone), telephone number and facsimile number. Insert the name, e-mail and telephone number of the main point of contact or the person with whom the appointment for the visit was made. Insert the name, e-mail and telephone number of the Security Officer or the secondary point of contact.</p> <p><u>Remarks:</u></p> <p>1) For visits to the United States, one RFV Form with Annexes for each agency/organisation/facility to be visited should be filled in.</p> <p>2) 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><b>ANNEX 2 TO RFV FORM PARTICULARS OF VISITOR(S)</b></p>	<p>Select the appropriate checkbox (only one box) for the type of employment of the visitor (e.g. military, defence public servant, government, industry/embedded contractor, international organisation 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>Rank:</u> Insert the rank of the visitor if applicable.</p> <p><u>DOB:</u> Insert date of birth by using numeral “day/month/year” (dd/mm/yyyy).</p> <p><u>POB:</u> Place of birth (city-province/state-country).</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 identification card number, as required by host government.</p> <p><u>Position:</u> Insert the position the visitor holds in the organisation (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>