# NUWC NEWPORT DIVISION VISITOR REQUEST INFORMATION

- A visitor request is **MANDATORY** for all visitors to NUWC Division Newport; government, military, 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 visitor 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 visitor 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 USID Card (Retired Military/Dependent ID), will require a DBIDS card for unescorted access.
- Unescorted access will NOT be granted without a credential mentioned above or without submitting a SECNAV form 5512/1 for a valid DBIDs card. (Vetting for DBIDS takes up to 5 business days to process, not including day of submission.)
- NUWC no longer accepts ID's with markings such as "Not for use as Federal Identification," "Federal Limits May Apply," or other similar phrases unless paired with another acceptable credential listed under Identity Proofing Documents.

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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, U.S. Passport)**
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 Certificate Number along with the issue date **OR** a U.S. Passport along with the issue date and expiration date. (Whichever document is used to prove U.S. Citizenship, must be brought in, on the 1st day of visit for verification, or access to NUWC is denied).
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, USID, 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:

- **DISS SMO CODE:** 666045 (If no access to DISS, use methods below)
- **EMAIL FORM TO:** usn.newport.nuwcdivnewportri.mbx.visitor-control@us.navy.mil
- **FAX FORM TO:** (401) 832-4396

****ALL INCOMPLETE VISITOR REQUESTS WILL BE DENIED****

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