



OFFICE OF NAVAL RESEARCH

VISIT REQUEST SUBMISSIONS

Due to the number of visit requests submitted to the Office of Naval Research, three (3) days processing time is required for all visit requests whether received via the JPAS or by FAX. A visit request is mandatory for all classified visits to the Office of Naval Research (ONR), regardless of the duration of the visit. Access to classified meetings at ONR will not be granted under any circumstance without a valid visit authorization request on file.

The Joint Personnel Adjudication System is the preferred method for submitting visit requests to the Office of Naval Research. Companies or organizations not on JPAS must fax a visit request to the ONR Security Division at 703-696-5126 on company or organization letterhead.

INFORMATION FOR JPAS VISITS	
Non-SCI visits: Submit JPAS visit to:	SMO N000144
SCI visits: JPAS:	SMO N000143
INFORMATION FOR FAXED VISITS	
Visitors' Full name, SSN, DOB, POB, and Citizenship	
Dates of Visit	
Name of ONR Technical POC	
Meeting Classification Level	
Name, Title and Signature of Authorizing Security Official <i>(person may NOT be a visitor listed on same visit)</i>	

Direct questions regarding non-SCI visits to 703 696 6845.
 Questions on SCI related visits, may be directed to: 703 696 4573

Access may be delayed on any visits not meeting the above requirements.

DISCLAIMER

Routine Use: Information, including the social security number, date and place of birth, is used in verifying the individual's identity and security clearance level. The information may be disclosed to those at the activity responsible for verifying clearance and unescorted access authorization.

Disclosure: Completion of a visit request authorization, including the disclosure of your social security number and date/place of birth is voluntary. Failure to provide all information, including the social security number and date/place of birth, may serve as a basis to deny access to the facility.

All information disclosed is protected by the United States Privacy Act of 1974