

Visit Request Requirements

Note: Visit Requests and all required documentation “must” be submitted within 45 days of “any” USAF sponsored event and/or meeting”.

An "**approved**" Visit Request is required for all attendees who are:

- Non-US citizens (Foreign Nationals)
- Non-US Citizen and US citizens who are acting on the behalf of a foreign government and/or foreign company
- Non-US citizens working for a US owned company

Visit Request process for Non-US citizens:

Visit Request must be submitted to the applicable foreign country embassy in the applicable country. The Visit Request is then submitted to the applicable country embassy in Washington, D.C., which in turn submits the Request to the US Embassy in Washington, D.C. The US Embassy in Washington, loads the Request into the Visit Request System, which transmits the request to the WR-ALC/Foreign Disclosure Office (FDO). The WR-ALC/FDO sends the Visit Request to the respective WR-ALC Technical Coordination Program (TCP) for review and coordination. After coordination, the Visit Request is returned to the WR-ALC/FDO for approval. Once the Visit Request is approved by WR-ALC/FDO, attendees are notified (via email) by the respective WR-ALC TCP.

Visit Request process for Non-US citizens and US citizens representing foreign government and/or foreign company:

Visit Requests must be submitted to the applicable foreign country embassy in the applicable country. The Visit Request is then submitted to the applicable country embassy in Washington, D.C., which in turn is submits the Request to the US Embassy in Washington, D.C. The US Embassy in Washington, D.C. loads the Request into the Visit Request System, which transmits the request to the WR-ALC/Foreign Disclosure Office (FDO). The WR-ALC/FDO sends the Visit Request to the respective WR-ALC Technical Coordination Program (TCP) for review and coordination. After coordination, the Visit Request is returned to the WR-ALC/FDO for approval. Once the Visit Request is approved by WR-ALC/FDO, attendees are notified (via email) by the respective WR-ALC TCP.

Visit request process for a Non-US Citizen working for a US owned company:

The following is required to be submitted:

1. Company letter from and signed by the Company Security Manager containing the following:
 - a) Provide the Name/Title of the company representative that will attend USAF event or meeting; include title of USAF event or meeting and location. Example: It is requested that our employee, John Doe, Vice President, Smith Company, be permitted to attend the 2015 F-15 TCP World Wide Review November 15-20, 2015, at Caribe Royale Hotel, 8101 World Center Drive, Orlando, Fl. 32821, USA.

- b) Dates: Date of the USAF event or meeting
- c) Classification: Unclassified
- d) Provide the platform the Company supports. Example: Smith Company is a supplier of F-15 and support USAF and international F-15 operators.
- e) Provide certification that the Company Representative is employed by our company and information as identified below: Example: Our Company certifies that John Doe, (Title) is employed by our Company. Details are as follows (please provide information as shown on employee's passport):
 - 1) Full Name:
 - 2) DOB:
 - 3) Place of Birth:
 - 4) Citizenship:
 - 5) Clearance:
 - 6) Passport Number:
 - 7) Passport Issue Date:
 - 8) Passport Expiration Date:
 - 9) Home Address:

- 2. Company Certificate of Incorporation
- 3. Company Department of State registration
- 4. Export license
- 5. Copy of Company Representative passport and VISA

The above documentation is to be sent to the below F-15 TCP Visit Request POC, for processing thru the WR-ALC/FDO for approval. Once the visit request is approved by WR-ALC/FDO, attendees will be notified by the F-15 TCP Visit Request POC.

F-15 TCP Visit Request POC:

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