

**REQUEST VISITOR PASS/PERM CERTIFICATE/INDOCTRINATION/TOKEN WORKSHEET**

FOR OFFICIAL USE ONLY // PRIVACY ACT PROTECTION REQUIRED

<b>Visitor Pass:</b>	<b>PERM CERT:</b>	<b>INDOCTRINATION (READ-ON) / TOKENS:</b>
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**Section 1 REQUESTOR's INFORMATION**

LAST  FIRST  MIDDLE

SSN:  -  -  Duty Location

DATE OF BIRTH Day:  Month:  Year:

Place of Birth: City  State  Country

RANK  MOS/Job Series:  Status: Civilian  Contractor  Military  Other

**Section 2 CLEARANCE PASS / PERMANENT CERTIFICATE**

Location of Visit:

SMO Code of Location Visiting:

Purpose of Visit (Meeting, Training, Consultation , Detail):

Point of Contact/Sponsor (Not the Requestor in Section 1):

Point of Contact/Sponsor Telephone Number:  -  -

Length of Visit (beginning and end date): Start  End

Level of Access for Visit (Collateral,Secret, Top Secret, etc):

**Section 3 INDOCTRINATION / TOKENS**

Level of Access Requesting / Tokens:

Reason for Indoctrination / Tokens:

Closest Military Location:

SMO Code for INDOC / Tokens Assistance:

**Verifying Official for SCI Indoctrination / Tokens (Not the Requestor)**

Name:  Phone Number:  -  -  Date:

Email Address:  Signature of Verifying Official:

**NOTE: Complete this form for SIPR Tokens, Visitor Passes, Permanent Certificates, and Read-ons.**

Visitor Pass - less than 1 Year; Complete Sections 1 and 2  
Perm Cert - greater than 1 Year, Complete Sections 1 and 2