

# VISITOR CLEARANCE REQUEST

Email this form to: [varemail@uah.edu](mailto:varemail@uah.edu) or Fax: 256-824-6929

IF YOU HAVE ANY QUESTIONS PLEASE CALL OR EMAIL:

Caitlyn Schoenig (256) 824-4717 [cns0017@uah.edu](mailto:cns0017@uah.edu)

1. Please process a Visitor Clearance for the following employee(s):

Name (Last, First, Middle)

Position Title

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

2. Full name, address & cage code of facility to be visited:

\_\_\_\_\_

Security POC: \_\_\_\_\_

\_\_\_\_\_

Telephone #: \_\_\_\_\_

\_\_\_\_\_

Fax #: \_\_\_\_\_

3. Full name & address of THROUGH facility (required if UAH is the Subcontractor)

\_\_\_\_\_

Security POC: \_\_\_\_\_

\_\_\_\_\_

Telephone #: \_\_\_\_\_

\_\_\_\_\_

Fax #: \_\_\_\_\_

4. Government Technical POC & fax # (required if UAH is the Prime Contractor)

\_\_\_\_\_

5. Date & Duration of initial visit (1 year or duration of contract)

From:

To:

\_\_\_\_\_

\_\_\_\_\_

6. Technical Point of Contact, telephone #:

\_\_\_\_\_

7. Specific purpose of visit: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

8. Contract (complete as appropriate):

Prime Contact #: \_\_\_\_\_ Subcontract #: \_\_\_\_\_

9. Prepared by: \_\_\_\_\_

Name

Extension

Date