



Collateral Security Clearance Visit Request

Awardee Type:
 Retention
 Recruitment

EMAIL COMPLETED FORM TO:
smart@nps.edu

SECTION 1 – Participant Information	
Name (LAST, First, MI):	Cohort Year:
Phone:	Email:

SECTION 2 – Facility Information	
Sponsoring Service:	Sponsoring Facility:
Facility POC Name:	Facility POC Title:
Facility POC Phone Number:	Facility POC Email:
Security Manager Office (SMO) Code:	Security Manager Fax:

SECTION 3 – Security Information
Social Security Number:
Date of Birth (YYYY/MM/DD):
Place of Birth (City/State):

SECTION 4 – Site Visit Details	
<i>Please list the <u>complete</u> US Postal Service Mailing Address of Sponsoring Facility to be visited.</i>	
Place of Visit:	
Address (line 1):	
Address (line 2):	
City/State:	Zipcode:
Arrival Date (at SF):	
Departure Date (from SF):	
Level of Security Access Required at Sponsoring Facility (TOP SECRET , SECRET OR CONFIDENTIAL):	
Purpose of Visit (Internship, Site Visit, etc.):	

SECTION 5 – SMART Program Office Review	
Notes:	Date:

If all the information required is not provided we will be unable to process your foreign request.

Please return this completed form to smart@nps.edu at least 30 days before foreign travel.

A Collateral Clearance Visit Request, as discussed above, is the only administrative vehicle that facilitates this process. If you have any specific security questions, please contact the SMART Security Specialist Brian Padilla at smartsecurity@nps.edu.