Clearance and Visit Request Instructions
Forms and Clearances DUE -- 5 June 2015

All participants must submit a clearance or the MORS Non-cleared Visitor Information form.

1. If you are a U.S. Citizen and do not hold a U.S. Government clearance you may attend the 83rd MORS Symposium. In order to have access to the DoD Mark Center Conference facility you must complete the MORS Non-Cleared Visitor Information Form available here. The form must be faxed to MORS 703-933-9066 or e-mailed to visitorform@mors.org.

2. If you hold a US government clearance regardless of the sessions you plan to attend you must submit your clearance to MORS. If your clearance is held in JPAS submit your clearance via JPAS to:
   - MORS SMO code 6A2864
   - Meeting: 83rd MORS Symposium
   - Point of Contact: Taniesha Sims,
   - Phone: 703.933.9073 Fax: 703-933-9066
   - E-Mail taniesha.sims@mors.org

3. If you hold a US Government clearance and your company or organization DOES NOT have access to JPAS.

The visit request must be typed and on your company letter head. You should us the format that is best suited for your operation; however it must contain all applicable information. The visit request must be signed by your security office/manager as to verify your employment and clearance status. Without the signature the visit request is invalid and will not be processed. All visit requests must be faxed. Visitors can not hand carry their own visit request.

1. NAME:
2. SOCIAL SECURITY NUMBER:
3. JOB TITLE/POSITION:
4. DATE AND PLACE OF BIRTH:
5. CITIZENSHIP:
6. LEVEL OF CLEARANCE:
7. DATE OF CLEARANCE:
8. NAME, ORGANIZATION AND PHONE NUMBER OF PERSON TO BE VISITED (POC):
9. PURPOSE AND JUSTIFICATION FOR THE VISIT IN SUFFICIENT DETAIL:
10. DATE OR PERIOD DURING WHICH THE VISIT IS TO BE VALID:
11. YOUR COMPANY NAME, ADDRESS, AND PHONE NUMBER:
12. SIGNATURE OF YOUR SECURITY MANAGER/CEO/PRESIDENT:
13. NAME OF YOUR SECURITY MANAGER:

Fax requests to MORS Security Office, 703.933.9066
5. Foreign Visitors

Special arrangements have been made to include cleared participants from Five Eyes (FVEY) countries (Australia, Canada, New Zealand and the United Kingdom) whose clearances have been passed to MORS via their Embassy.

Five Eyes (FVEY) Participants must have an approved foreign visit request by 5 June 2015. MORS cannot accept clearances directly from FVEY participants.

Please email or fax the Foreign Visit Request Number and approved Foreign Visit Request with the following information to Taniesha.Sims@mors.org or Fax to 703.933.9066.

- FULL NAME
- ASSOCIATION
- DATE OF BIRTH
- PLACE OF BIRTH
- NATIONALITY
- CLEARANCE
- FOREIGN VISIT REQUEST NUMBER
- VISIT DATE FROM -
- VISIT DATE TO -
- VISIT CLASSIFICATION LEVEL (Classified/Unclassified)
- FOREIGN REPRESENTATIVE’S NAME
- GRADE/TITLE
- PASSPORT NUMBER