

Foreign National FWA Access Request	DATE:
Email request to Physical Security to: bradley.d.swope.civ@army.mil	
Sponsor's Name (DoD ID Card Holder), Position and Ph #	
Directorate/Division Name:	
Contractor's Company POC if Applicable:	
Foreign National Full Name:	
Contractor's Company Name if Applicable:	
Location(s) for Visit Building	
Duration of Visit:	
Reason for Visit:	
Copy of Passport with current Stamp of Entry or a Permanent Resident Card. Photo copies that are not clear, altered, hard to read or submitted at a 90/180/270 degrees angle will be returned to sender.	
Two weeks prior notice required for all Foreign National visits.	
Large Groups (e.g., AFS) Foreign Nationals, contact Physical Security 361-7516 or email bradley.d.swope.civ@army.mil for specific instructions.	
NOTE:	
Once Foreign Nationals are cleared for access, sponsor will be notified. The Foreign National may then go to the Visitor Control Center and request a pass for up to 30 days at a time for the duration of their clearance, not to exceed 1 year. Foreign National Access Memorandum WILL NOT to be given to the Foreign National under any circumstances.	

Sponsor's digital signature