

# VISIT NOTIFICATION

DEFENSE LOGISTICS AGENCY  
8725 JOHN J. KINGMAN ROAD  
FT BELVOIR, VA 22060-6220

## PRIVACY ACT STATEMENT

**AUTHORITY:** Section 21, 50 U.S.C. 781 et seq.; Executive Order 10450.

**PRINCIPAL PURPOSE:** To control access to and movement on DoD installations, buildings, or facilities.

**ROUTINE USES:** Used by General Services Administration Protective Service Personnel for access control and for any of the Blanket Routine Uses published by DLA.

**DISCLOSURE:** Voluntary. However, failure to provide all the requested information may result in refusal to grant access to the installation, building, or facility.

DLA PRIVACY ACT SYSTEM NOTICE S500.50 DLA-I APPLIES

### SECTION I

1. ACTIVITY TO BE VISITED	2. NAME OF REQUESTOR/PREPARER		3. OFFICE CODE	4. TELEPHONE
	5. DATE(S) OF VISIT FROM: TO:		6. POINT OF CONTACT ( <i>at facility to be visited</i> )	7. POC TELEPHONE
	8. PURPOSE OF VISIT			

### SECTION II

9. NAME(S) OF VISITOR(S) <i>(Last, First, MI)</i>	10. GRADE/RANK	11. SSN	12. DATE OF BIRTH	13. STATE /COUNTRY OF BIRTH	14. CLEARANCE/DATE GRANTED	15. TYPE OF INVESTIGATION/ DATE

### SECTION III

16. TYPED NAME OF SECURITY REPRESENTATIVE	17. SIGNATURE OF SECURITY REPRESENTATIVE	18. ACTIVITY	19. TELEPHONE NUMBER	20. DATE
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