**KGH Visit Request Policy**

All visit requests that require the passage of a clearance must be submitted to the FSO, Janet Glasby, at glasby@kiernan.co. The following information is required:

* Name/Address of Organization being visited
* Date(s) of Visit
* Purpose of Visit
* Name/Number for Technical POC
* Name/Number for Security POC
* SMO Code (for JPAS passage), or Fax Number (for paper passage)
* Level of Clearance (and special accesses, if applicable) that must be passed for visit (Secret or Top Secret - *\*Unclassified visits are not passed by FSO, unless special requirements from the organization apply\*)*
* Name/Title for all visitors that require clearance passage for visit (yourself and/or all other employees/consultants)

If there are any special requirements received by your visiting organization (e.g. pass-thru instructions, specific request form to use, etc.), please provide that in your request, as well.

Please allow **2-3 days** for processing of your visit request. For any questions regarding this information, please contact your FSO.