

Unofficial Foreign Visitor Request Instructions:

- 1.) Sponsor will fill visitor information on eSSS pdf and UFVR addendum, then sign the sponsor signature block.
- 2.) Send to unit security manager/assistant or mission integration lead for signature on box 1.
- 3.) Once both parties have signed, send to VCC for vetting by VCC and OSI.
- 4.) VCC will then send UFVR back to security manager for signature on block 4 and for commander signature coordination.
- 5.) Once CC signs, send back to VCC for final processing.

Once all is finalized, send visitor to the VCC with passport provided for pass issuance.

VCC Org Box Email: 30sfsvisorscenter@us.af.mil