U.S. NAVAL RESEARCH LABORATORY

Visitors ages 18 years and older who do not possess a current DOD CAC must be vetted via a SECNAV 5512/1 form for base access.

PLEASE READ INSTRUCTIONS THOROUGHLY

- Complete Blocks 1-26 and 28-30, as applicable.

- **Forms will NOT be accepted if:**
  - The SSN is left blank for US citizens or permanent residents (NRL requirement).
  - Blocks 28 and 29 are not initialed.
  - Not hand-signed. Digital or typed signatures are not acceptable.
  - Forms are emailed directly to Visitor Control
  - Permanent residents must provide their Alien Registration information in blocks 14-18.
  - All other foreign nationals should provide their passport information in blocks 14-18.

- Additional instructions for completing the SECNAV 5512/1 form can be found on the third page of the document.

- Submission Options:
  - Faxed to Visitor Control at 202-767-2612/3990 in advance to minimize delays.
  - Forms may be sent securely to your NRL sponsor via DOD SAFE. Ask them to request a drop-off for you at **https://safe.apps.mil/req.php** to initiate the process. Your NRL Sponsor can then forward to NRL Visitor Control via our internal application Docflow using the group "1200 Mission Support Division Visit Request SECNAV Form 1240".
  - Completed during check-in. Note: This option will require extra time for processing.

Forms are valid for 90 days from the date they are vetted by Visitor Control.