



PERSONNEL AND DOCUMENT SECURITY DIVISION
REQUEST FOR PASSING A SECURITY CLEARANCE

(PDS D requires 24 hours for internal requests, and 72 hours for external requests)

Form with fields for: 1. Name of Requestor, 2. Date, 3. USDA Agency, 4. Work Email, 5. Work Phone, 6. Name of supervisor, 7. Supervisor Signature, 8. Date, 9. Name of individual, 10. SSN, 11. DOB, 12. Organization, 13. Date(s) of Visit, 14. Clearance Level, 15. Is SCI Access required?, 16. POC Name, 17. POC Phone, 18. Security POC Name, 19. Security POC Phone, 20. Security Office Fax # or Email, 21. Reason for visit, 22. Will the individual be making frequent visits...