PERSONNEL AND DOCUMENT SECURITY DIVISION

REQUEST FOR PASSING A SECURITY CLEARANCE

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

1. Name of Requestor (*Last, First, MI*)		2. Date
3. USDA Agency	4. Work Email	5. Work Phone
6. Name of supervisor authorizing PDSD to pass the clearance for the requestor (Printed Name)		
7. Supervisor Signature		8. Date

Please complete this form in its entirety and submit to PDSD/CNSPB/SSO either by fax at 1-855-619-4775 or email cnsis@usda.gov
Contact PDSD at (202) 720-7373 if you have any questions.
Failure to complete all information may result in processing delays.

9. Name of individual who needs clearance passed (*Last, First, MI*)	10. SSN (*Last 4 Only*)	11. DOB
12. Organization and Location of Visit	13. Date(s) of Visit From: To:	

14. Clearance Level Required for the Event (*check one*)

☐ Confidential ☐ Secret ☐ Top Secret

15. Is SCI Access required? ☐ Yes ☐ No

(*If yes – list accesses here*) _____

Information for Organization being visited

16. POC Name	17. POC Phone (unsecure)
18. Security POC Name	19. Security POC Phone (unsecure)
20. Security Office Fax # or Email (unsecure)	
21. Reason for visit (meeting title, conference title, etc.)	

22. Will the individual be making frequent visits to this facility during the year? ☐ Yes ☐ No

NOTICE: The Privacy Act, 5 U.S.C. 552a, requires that federal agencies inform individuals at the time information is solicited from them, whether the disclosure is mandatory or voluntary, by what authority such information is solicited, and what uses will be made of the information. You are hereby advised that authority for soliciting your Social Security Number (SSN) is Executive Order 9397. Your SSN is needed to keep records accurate because other people many have the same name and birth date. Your SSN will be used to identify you precisely when it is necessary to certify that you have access as indicated above. Although disclosure of your SSN is not mandatory, your failure to do so may impede the processing of such clearance verifications and passing.