

## Nashville District Corps of Engineers Foreign National Site Visit Request Form

**Foreign Nationals (FNs):** All non-U.S. Citizens, including permanent residents wishing to request a site visit at a Nashville District (LRN) project **must be approved 30 days in advance**. FNs requesting a site visit ( includes: pre-bid meeting) must complete a LRN FN Pre-Bid Meeting Request Form and submit any **two (2) legible color copies** of the following documents: Passport (unexpired or expired), Certificate of U.S. Citizenship (INS Form N-560 04 N-561), Certificate of Naturalization (INS Form N-550 or N-570), unexpired foreign Passport with I-551 stamp or attached INS Form I-94 indicating unexpired employment authorization, an Alien Registration Receipt Card with photo (INS Form I-151 or I-551), unexpired Temporary Resident Card (INS Form I-688), unexpired Employment Authorization Card (INS Form I-688A), unexpired Reentry Permit (INS Form I-327), unexpired Refugee Travel Document (INS- Form I-571), or unexpired INS issued Employment Authorization Documentation that contains a photograph (INS Form I-688B).

Documents must not expire on or before visit. Submit requests to your LRN pre-bid/meeting POC, they will forwarded it to LRN Security Management Office (SM) mailbox (dll-celrn-sm@usace.army.mil) for approval. All documents must be received 30 days in advance of the site visit of pre-bid meeting. FN requests require approval from Headquarters U.S. Army Corps of Engineers (HQUSACE). Exceptions will be considered on a case by case basis but will be limited.

**Date** of submission to LRN POC (mm/dd/yyyy) \_\_\_\_\_

Name of **Site** \_\_\_\_\_ LRN Site **POC** \_\_\_\_\_

Requestors **FULL** Name \_\_\_\_\_  
(Last, First Middle)

If you have only initials in your name, use them and state (IO). If you have no middle name, enter "NMN"  
If you are a "Jr.," "Sr.," "II," etc., this must be indicated

**Date of Birth** (mm/dd/yyyy) \_\_\_\_\_ **Citizenship (Country)** \_\_\_\_\_

**Place of Birth** (City/Town/Providence/County etc.) \_\_\_\_\_

**Date(s) of Requested Site Visit** (mm/dd/yyyy) \_\_\_\_\_

**Passport # (Include a scanned color copy)** \_\_\_\_\_

**VISA # (Include a scanned color copy)** \_\_\_\_\_

\*Unless the country of citizenship participates in the [VISA Waiver Program](#) (VWP).

### Nashville District Corps of Engineers Security Office Contact Information:

Tracy Dorrough, Personnel Security Specialist, 615-736-7397 email: [tracy.dorrough@usace.army.mil](mailto:tracy.dorrough@usace.army.mil)

John Carter, Security Specialist, 615-736-5567 email: [john.j.carter@usace.army.mil](mailto:john.j.carter@usace.army.mil)

Jay Klinger, Chief of Security, 615-736-2185 email: [jason.j.klinger@usace.army.mil](mailto:jason.j.klinger@usace.army.mil)

Fax Number: 615-736-7145

**Mailing Address:** USACE, Nashville  
110 9<sup>th</sup> Ave S, Room A-450  
ATTN: CELRN-SM  
Nashville, TN 37203

### PRIVACY ACT STATEMENT

**AUTHORITY:** Information is solicited pursuant to Title 10, U.S. Code, Section 3013 and E.O. 9397.

**PRINCIPAL PURPOSE:** To provide information necessary for preparation of a scheduled visit of the facility, verify positive identification of visitor(s), and conduct background checks for determinations of the eligibility of individuals for access to U.S. Army Corps of Engineers facilities.

**ROUTINE USES:** Used by the U.S. Army Corps of Engineers to accompany a request for a scheduled tour of the facility.

**MANDATORY OR VOLUNTARY DISCLOSURE AND EFFECT OF NOT PROVIDING INFORMATION:** Providing the solicited information, including Social Security Number, is voluntary; however, failure to provide information may result in a denial of visitor access due to an inability to verify identification. The information provided to the U.S. Army Corps of Engineers will not be retained digitally or by hard copy after the scheduled visit.