

REQUEST FOR EMBASSY LETTER (VISA)
****MUST BE SUBMITTED 2 WEEKS PRIOR****

Name: _____ Circle One (Ms., Mrs., or Mr.)
Last First MI

CIRCLE ONE: (U.S. or Canada) Embassy in (Kingston, Jamaica, or Manila, Philippines)

Date of Birth: _____ Phone#: _____

Current Company Name: _____ Job Title: _____

Month and year you arrived onboard with your current employer: _____

Reason for Request: _____

CIRCLE ONE: Pick up or Email: _____
(Preferred email address)

Signature/Date

Information contained herein is collected pursuant to 5 U.S.C. 301 and E.O.9397. In addition to those disclosures generally permitted und 5 U.S.C. 552a(b) of the Privacy Act, these records or information contained therein may specifically be disclosed outside the DoD as a routine use pursuant to 5 U.S.C. 552a(b)(3) as follows: To federal, state and local agencies and contractors in the performance of their official duties related to verification of status for a Background Check by NAVSTA GTMO. This information will be maintained by the NAVSTA GTMO CJA. Information collected will be stored in a manual and automated system. I understand that the release of this information is for limited official use and it may not be re-disclosed for any purpose other than that described above.

BELOW TO BE VERIFIED AND COMPLETED BY LEGAL OFFICE/VEHICLE REGISTRATION OFFICE

Local Background Check Requested By: _____
Print Name Position

Signature Date

Local Background Check Verified By: _____
Print Name Position

Signature Date