

VISIT NOTIFICATION



DATE(S) & TIME OF VISIT	SPONSOR NAME (FIRST AND LAST) & PHONE	VISITOR POC (FIRST AND LAST) & PHONE NUMBER (IF DIFFERENT)
BUILDINGS VISITING (LIST ALL)		WHAT ENTRY POINT WILL VISITORS BE BADGED
<input type="checkbox"/> OFFICIAL <input checked="" type="checkbox"/> UNOFFICIAL	VISIT/MEETING PURPOSE	

This form is used to provide Security with advance notification of escort required visitors expected for a meeting, special event, conference, etc. Visitors requesting no escort must be processed via Form [C-609A](#).

INSTRUCTIONS:

1. Complete the form with all requested information.
2. Process classified visits in accordance with [J0-0520](#), Classified Visits and Meetings.
3. Advise visitors of [J0-0219](#), Prohibited, Restricted and Controlled Equipment/Items, restriction onto Northrop Grumman property.
4. Notify all visitors to bring government (State or Federal) issued photo ID for entry into company facilities. See Corporate Manual [CTM J202](#), Identity Management Processes.
5. Submit this form to the Site Security Badging office at least five (5) business days in advance.
6. Review, sign and submit Form [C-878](#), Acknowledgement of Escort Responsibilities, to the Site Security Badging with the Group Visitor Notification form.
7. Meet visitors in the lobby and comply with Form [C-878](#), Acknowledgement of Escort Responsibilities.
8. Return visitor badges to Security at the end of each day.
9. Personnel hosting non-U.S. persons for a visit to company facilities in the U.S. must use the automated Foreign Visit Request system in the [Enterprise Export Management System \(EEMS\)](#) in accordance with Corporate Manual [CTM J205](#), Foreign Persons Visits.

A foreign person is:

- A person who is neither a U.S. citizen nor a lawful permanent resident. This may include, but is not limited to, any of the following:
 - Any foreign entity, such as a foreign corporation, business association, partnership, trust, society, or any other group that is not incorporated or organized to do business in the U.S.
 - International organizations.
 - Foreign governments.
 - Any agency or subdivision of a foreign government, e.g., embassy or diplomatic missions.
 - Individuals representing any of the aforementioned, regardless of their status otherwise as a U.S. citizen or person.

