

**Nashville District Corps of Engineers
U.S. Citizen
Pre-Bid Meeting or Site Visit Request Form**

This Request Form is for U.S. Citizens requesting approval to attend a pre-bid meeting or site visit at one of the Nashville District (LRN) Corps of Engineers field locations. **The form should be submitted to the Nashville District Pre-Bid Meeting or Site Visit Point of Contact (POC) to be forwarded to the LRN Security Management Office (LRN-SM) at least two (2) full business days prior to the proposed visit.**

Guidance for submitting pre-bid meeting or site visit requests is available at [http://www.lrn.usace.army.mil/BusinessWithUs/Contracting/Contract Security Requirements/Pre-Bid Meeting or Site Visit Process](http://www.lrn.usace.army.mil/BusinessWithUs/Contracting/Contract%20Security%20Requirements/Pre-Bid%20Meeting%20or%20Site%20Visit%20Process)

LRN Meeting/Site Visit POC: _____
Nashville District (LRN) Contact Person)

Date the Request is Being Submitted to LRN (mm/dd/yyyy) _____

FULL LEGAL 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., indicate your status (Do not list a Nickname)

NOTE: Failure to provide FULL LEGAL name will delay approval

Date of Birth (mm/dd/yyyy) _____

Last Four Digits of Social Security Number _____

LRN Field Location (Project Site) to be visited:

Date of Proposed Visit (mm/dd/yyyy) _____

In Case of Questions, Please Provide Phone Number: _____

IMPORTANT: DO NOT Submit Form Directly to the Security Office Unless Directed

For questions regarding completing the form, contact one of the individuals listed below:

Tracy Dorrough, Security Technician, 615-736-7397 (Primary Security POC)
Jay Klinger, District Security Chief, 615-736-2185

PRIVACY ACT STATEMENT

Information is solicited in accordance with Title 10, US Code Section 552 and is used to provide information necessary in preparation for a scheduled tour and/or briefing and to verify positive identification of visitor. Solicited information is voluntary; however, failure to provide information may result in denied visitor access. The information provided to the Nashville District will not be retained digitally or by hard copy after the scheduled tour date.