

HOW TO HOST AN INTERNATIONAL VISIT

The APHIS International Visitor's Center Requires:

- 30-days Advance Notice
- A completed **APHIS International Visitor Center Request** form emailed to IVCrequests@aphis.usda.gov
 - * Form is available on the International Visitor's Center website (see IS Internet or IS Intranet)*
- Visits to Port locations will require the completion of additional forms from the Department of Homeland Security (DHS)

Once the form is received, the International Visitor's Center Staff will review the request and make contact with the requestor for additional information within 72 hours.

Please contact the APHIS International Visitor Center with questions or concerns at 301-851-3804.

The 30-day advance notice time frame is an essential requirement in order to book speakers, balance staff time, arrange rooms and IT availability, communicate with participating staffs, obtain security clearances and maintain polite and reciprocal relationships. Your respect and cooperation is appreciated.