

### **To Obtain a Building Pass**

Building passes are issued by SPAS at the SPAS Identification Section which is located in Room BG-180 (7:00 a.m. to 2:45 p.m.). A building pass can only be authorized after verification of a reliability status or security clearance. Please note that temporary passes and fingerprinting are only available in the SPAS Identification Section, Room BG-180.

### **To Obtain Diplomatic Passports and Visas**

Photographs for diplomatic passports and visas will be processed during the same operational hours in the Services Centre (SERV), Room D1-423 of the LBP Building, telephone 944-3074. For questions regarding official passport eligibility, details, visa details, time of processing, etc. please contact JWC at 944-3550 (tel) or 997-1255 (fax).

A Posting Confirmation Form or Travel Authority is required prior to providing photos. For special needs please forward an e-mail to Ann Séguin-Huskas (SPAS).

### **Visitor Passes**

A visitor pass will be provided only in exchange for a valid piece of photo identification for all persons who are not in possession of a valid DFAIT identification card. Visitor passes must be visibly worn for the duration of the visit. There are two types of visitor passes:

#### ***Yellow Visitor Pass***

Issued to visitors whose security clearance, Secret at a minimum, has been confirmed by SPAS and are registered as such in the VPIS. Visitors issued with a yellow visitor pass do not require to be escorted while on the premises. Guards will notify the host employee when their guests have arrived.

#### ***Red Visitor Pass***

Issued to visitors whose security clearance has not been ascertained. Visitors issued with a red visitor pass must be escorted at all times while in the building. Guards will notify the host employee when their guests have arrived. Once the visit is confirmed, Commissionaires will escort visitors to their destination. Departmental personnel will be responsible for ensuring that visitors are escorted back to the Main Lobby upon their departure.

The current practice of pre-registering visitors will continue to be available by contacting the Main Reception by e-mail at DFAIT Front Desk/Réception MAECI - SPAS and providing information on meeting particulars and attendees.

### **Visitor Access**

Visitors to restricted areas must be escorted at all times. It is your responsibility to escort those individuals back to a public area or arrange to have someone else escort them back to a public