

# PASS REQUEST

| SPONSOR'S INFORMATION              |  |
|------------------------------------|--|
| FIRST NAME                         |  |
| MIDDLE NAME                        |  |
| LAST NAME                          |  |
| SSN (MANDATORY)                    |  |
| DATE OF BIRTH                      |  |
| SEX                                | M                  F    (circle one)                             |
| ORGANIZATION                       |  |
| SPECIFIC SECTION                   |  |
| ORGANIZATION ADDRESS               |  |
| DUTY PHONE (RELIABLE #)            |  |
| VISITOR DESTINATION                |  |
| SPECIFIC JOB SITE LOCATION         |  |
| BASE POC (Org, Section)            |  |
| BASE POC PHONE #                   |  |
| CONTRACTOR'S/VISITOR's INFORMATION |  |
| FIRST NAME                         |  |
| MIDDLE NAME                        |  |
| LAST NAME                          |  |
| DATE OF BIRTH                      |  |
| SEX                                | M                  F    (circle one)                             |
| SSN (MANDATORY)                    |  |
| HOME ADDRESS                       |  |
| PHONE # (HOME)                     |  |
| TYPE OF ID CARD (DL, ETC)          |  |
| NUMBER ON ID CARD                  |  |
| STATE OF ISSUANCE                  |  |
| COMPANY NAME/PHONE                 |  |
| COMPANY ADDRESS                    |  |
| US CITIZEN                         | YES _____<br>NO _____ (IF NO STATE COUNTRY OF CITIZENSHIP) _____ |
| DESTINATION                        |  |
| DURATION OF PASS (Date of Exp)     | (Not to exceed 1 yr)   |
| CONTRACT EXPIRATION                |  |
| DAYS REQUIRED ACCESS/TIME          | M TU W TH F SAT SUN                  TIMES (                  )  |

**PRIVACY ACT STATEMENT: AUTHORITY: Title 5 USC Section 301, Departmental Regulation Principle Purpose:**

To implement AFI 31-201, Installation Security and 31-204, Air Force Motor Vehicle Traffic Supervision **ROUTINE**

**PURPOSE:** To request and record the issuance of a Visitor when the use of another form is not authorized or specified.

Failure to provide any of the information requested may result in non-issuance of the Visitor Pass. Disclosure of the SSN is voluntary acceptance of these terms constitutes approval for a criminal history background check to be conducted as part of the request approval process. This information is necessary for validation of identity and determination of entry eligibility onto Kirtland Air Force Base. Failure to provide this information may result in a non-issuance determination by the issuing authority.