

# BASE ACCESS REQUEST for NAF ATSUGI HALLOWEEN 2012

**\*\* SPONSOR MUST FILL IN A FORM AND PRINT OUT BEFORE IT WOULD BE BROUGHT TO  
PASS & ID OFFICE BY COB OF OCTOBER 24, 2012**

Date: \_\_\_\_\_

From: \_\_\_\_\_  
Last, First Name                      Rate/Rank                      SSN (last4).                      Ph. #                      Organization/Command

To: Security Officer, NAF Atsugi  
Via: Pass and ID Office, NAF Atsugi

Subj: REQUEST FOR SPECIAL EVENT PASSES: NAF ATSUGI HALLOWEEN 2012

Ref: (a) NAFATSUGIINST 5512.9 Series

1. I request the attached list of persons be authorized to access NAF Atsugi to attend a (state a specific function).

NAF ATSUGI HALLOWEEN 2012 on \_\_\_\_\_ located at \_\_\_\_\_  
(NAME OF EVENT)                      (TIME/DATE OF EVENT)

2. Approximate number of guests will be \_\_\_\_.

3. Guests will arrive via the Main Pedestrian Gate about 16:00 and depart the base by 20:00.

**I understand that all guests 16 years old and above are required to have a  
valid photo ID with proof of nationality.**

4. Point of contact for this event is \_\_\_\_\_  
(Name/phone)

\_\_\_\_\_  
Signature of sponsor

**NOTE: IF THE GUEST IS OTHER THAN A JAPANESE NATIONAL OR SOFA SPONSORED, A VALID PASSPORT WITH  
CURRENT VISA OR ALIEN REGISTRATION CARD IS REQUIRED FOR PROOF OF NATIONALITY.**

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FIRST ENDORSEMENT

Date: \_\_\_\_\_

From: Security Officer, NAF Atsugi  
To: \_\_\_\_\_

Your request has been APPROVED. Guests are required to be escorted on and off the facility.

\_\_\_\_\_

\_\_\_\_\_  
SECURITY OFFICER

| NO | Name (Last, First) | Nationality / Age | Sex |
|----|--------------------|-------------------|-----|
| 1  |                    |                   |     |
| 2  |                    |                   |     |
| 3  |                    |                   |     |
| 4  |                    |                   |     |
| 5  |                    |                   |     |
| 6  |                    |                   |     |
| 7  |                    |                   |     |
| 8  |                    |                   |     |
| 9  |                    |                   |     |
| 10 |                    |                   |     |
| 11 |                    |                   |     |
| 12 |                    |                   |     |
| 13 |                    |                   |     |
| 14 |                    |                   |     |
| 15 |                    |                   |     |
| 16 |                    |                   |     |

SPONSORSHIP IS AS FOLLOWS:  
ONE SOFA ADULT CAN SPONSOR 4 ADULTS WITH A MAXIMUM OF 3 CHILDREN PER ADULT, EQUALING A MAXIMUM OF 16 GUESTS SPONSORED.

## 2012 NAF ATSUGI HALLOWEEN GUIDANCE

October 31 - Halloween 2012 is scheduled to be celebrated on NAF Atsugi from 4 p.m. - 8 p.m.

Trick or treating is not allowed prior 4 p.m.

If you are planning to sponsor off-base guests for "Trick or Treat", you must fill out the proper paperwork.

You can find the paperwork link on [the NAF Atsugi's webpage](#).

The paperwork must be turned into Pass and ID Office by COB October 24, 2012.

Sponsorship is as follows:

One SOFA Adult can sponsor four adults with a maximum of three children per adult, equaling a maximum of 16 people sponsored.

All guests must remain with sponsors at all times.

All children under ages 16 (sixteen) must be accompanied by an adult during "Trick or Treat".

Trick or Treating is only authorized in the Housing areas.

For any further questions, call 264-3805/3638.