

Date: _____

From: _____
[Print Requester's LAST, First, M / Rank / Rate / Command or Department]
To: Commanding Officer, U.S. Fleet Activities, Sasebo, Japan
Via: (1) Supervisory Special Agent, NCIS Resident Agency Sasebo
(2) Security Officer, U.S. Fleet Activities, Sasebo, Japan

Subj: Access Request Form for Third Country National

Ref: (a) USFJ Instruction 31-204

1. In accordance with reference (a), I request authorization for my guest to access Fleet Activities Sasebo. I am a member of the U.S. Armed Forces covered under the U.S.-Japan Status of Forces Agreement (or I am a civilian who is SOFA sponsored). I will sponsor and escort the guest(s) at all times while on Fleet Activities Sasebo. The guest has been briefed that the pass will be utilized only for the intended purpose. The following information pertains to my guest(s):

Guest Name: _____ Nationality: _____ Gender: Male/Female
(LAST, First, M)

Date of Birth: ____/____/____ Passport Number: _____ Occupation: _____
(MM / DD / YYYY)

Present address: _____

Permanent address: _____

Address during visit: _____

Relationship to Sponsor: _____ Destination: _____

Date and Time: _____ Purpose of visit: _____

2. Attached is a photocopy of the identification page of my guest's passport. If you need additional information, please contact me at DSN: _____, cell phone#: _____, or at my E-mail: _____.

3. Remarks:

Sponsor's Print Name & Signature

FIRST ENDORSEMENT

Date: _____

From: Supervisory Special Agent, NCIS Resident Agency Sasebo
To: Commanding Officer, U.S. Fleet Activities, Sasebo, Japan
Via: Security Officer, U.S. Fleet Activities, Sasebo, Japan

1. Security Check completed on _____

Print Name & Signature

SECOND ENDORSEMENT

Date: _____

From: Security Officer, U.S. Fleet Activities, Sasebo, Japan
To: Commanding Officer, U.S. Fleet Activities, Sasebo, Japan

1. Forwarded recommending approval / disapproval.

2. Guest has been authorized previously: Yes (Date(s) : _____) / No

Print Name & Signature

Date: _____

From: Commanding Officer, U.S. Fleet Activities, Sasebo, Japan
To: _____
[Print Requester's LAST, First, M / Rank / Rate / Command or Department]

1. Your request as stated has been approved / disapproved.

Print Name & Signature