

Date: _____

From: _____
LAST, First MI

To: Security Officer, Fleet Activities, Sasebo
Via: CFAS Housing Service Center (HSC) Director/ Navy Gate Inns and
Suites (NGIS) Sasebo Manager / Navy Lodge Sasebo Manager

Ref: (a) CFASINST 11101.12 series
(b) CFASINST 5500.1 series

Subj: REQUEST FOR HOUSE GUEST VISITATION

1. Sponsor Information

Name: _____ Rank/Rate: _____
LAST, First MI

Current Address: _____

Home Phone#/Work Phone#: _____ / _____

Command: _____

2. Guest Information

Relationship to Sponsor: _____

Name: _____ Date of Birth: _____
LAST, First MI (MM/DD/YY)

Guest Visitation Dates From: _____ To: _____ Total Days: _____

Landing Permission Dates From: _____ To: _____

Current Address: _____

Alternative Address if the guest stays in a different address from the
sponsor: _____

Phone #: _____

Passport #: _____ Expiration Date: _____

Country Passport Issued: _____ Nationality: _____

Visa to enter Japan: Issued / Not Issued / Not applicable

Copy of Guest's ID: Passport for Foreign National / Japanese Driver's
License or Resident Card for Japanese National

Reason for Visit: _____

Remarks: _____

Subj: REQUEST FOR HOUSE GUEST VISITATION

3. I understand that the policy of house guest and that I am being specifically directed the following (initials):

a. _____ I am responsible for the action(s) of my guest while on base and that any misconduct by my guest(s) will result in revocation of this authorization.

b. _____ I must obtain an appropriated access pass for my guest when a non-escorted access is requested. I will ensure the pass is with my guest at all times.

c. _____ I must return the access pass to the Pass Office, upon guest's checkout.

d. _____ Extension of guest visitation requests greater than 60 days for on base and off-base house guest must be forwarded to CFAS Commanding Officer via HSC or NGIS or Navy Lodge for final approval and requires the Sponsoring Commanding Officer's or OIC signature endorsement (By direction signature is not authorized) no later than 30 days in advance.

e. _____ I have not requested and do not plan to request dependency status of sponsored guest(s).

Signature of Sponsor

Date: _____

First Endorsement

From: CFAS Housing Service Center (HSC) Director/ Navy Gate Inns and Suites (NGIS) Sasebo Manager / Navy Lodge Sasebo Manager
To: Security Officer, Fleet Activities, Sasebo

1. The sponsor information and house guest request are reviewed properly by the appropriate Government Housing Manager (Base Housing Director / NGIS Manager / Navy Lodge Manager)

a. Recommend Approval / Disapproval

b. Remarks: _____

Signature of Government
Housing Manager