

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

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: \_\_\_\_\_

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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 Access Pass for my guest, if approved. I will ensure the pass is with my guest at all times.

c. \_\_\_\_\_ I must return the Base Access Pass to the Pass & ID Office, Security Department upon guest's departure.

d. \_\_\_\_\_ Any extension to this approval must be requested 30 days in advance. Extension of guest visitation requests greater than 60 days for on-base and off-base housing 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 is not authorized).

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

\_\_\_\_\_  
Signature of Sponsor

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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