

PRE-AUTHORIZED PASS REQUEST FORM

DBIDS registration must be completed to request for a Pre-Authorized pass.

Date:				
From: Command				Official
From: Requestor	Last Name	First Name	Middle Name	Unofficial
To:	Visitor Control Center, Fleet Activities Yokosuka			
Subj:	REQUEST FOR PRE-AUTHORIZATION PASS FOR GUEST TO ENTER FLEET ACTIVITIES YOKOSUKA			
Ref:	(a) COMFLEACTINST 5530.9 series			
Encl:	(1) Copy of Driver's License (if vehicle pass is required) (2) Copy of Vehicle Title (if vehicle pass is required)			
1. Per reference (a), it is requested that the guest(s) listed on back page be authorized entry to the base with an escort. 2. It will be one day visit for unofficial visits. I will <u>constantly escort</u> my guest while on-base. 3. I will ensure my guest complies with all rules and regulations established for Commander, Fleet Activities Yokosuka installations. 4. I understand that lack of information could be denial of my request. 5. I understand that my DBIDS registration must be completed and updated.				
REQUESTOR'S INFORMATION (If Unofficial)				
Requestor's Command		Address (Not mailing address)		
Requestor's Rate/Pay Grade		Tel (Work)	Tel (Home)	
DATE/TIME				
Passes are limited to only one day, overnight staying on base is prohibited with this pass request.				
Date of Visit		Time (From)	Time (To)	
ACCESSING POST (Check one)				
◆Please pick one of the gates where you want to escort from./Commercial vehicles must enter from Womble gate.				
<input type="checkbox"/> Main Gate Pedestrian Lane	<input type="checkbox"/> Main Gate Vehicle Lane	<input type="checkbox"/> Womble Gate Pedestrian Lane	<input type="checkbox"/> Womble Gate Vehicle Lane	<input type="checkbox"/> Ikego
PURPOSE FOR VISIT (If Official)		SATELLITE (If Official)		
		<input type="checkbox"/> Hakozaki	<input type="checkbox"/> Tsurumi	<input type="checkbox"/> Urago
POINT OF CONTACT (If Official)				
Name (Last)	Name (First)	Rank/Rate	Tel	
		/		
E-mail Address				
★ I understand I am responsible for the actions of the person above while on the base and for the return of the pass upon its expiration. ★ I understand every guest must have one or a set of designated identifications in order to access base.				
I certify that I am authorized to sign on my command's behalf. (If Official)		_____		
		Signature of Requestor/Command		
Date:				
From:	Visitor Control Center, Fleet Activities Yokosuka			
To:	Requester			
1. Returned, <input type="checkbox"/> approved / <input type="checkbox"/> disapproved.				

				Signature

Submit this request to VCC at least 3 business days prior to the guest's arrival!!!

UPON COMPLETION
FOR OFFICIAL USE ONLY – PRIVACY SENSITIVE

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(CONSTANT ESCORT REQUIRED)

VISITOR DATA

- ◆The nations listed reference (b) are limited to enter base, please contact 243-5330/5125 for further information.
- ◆Unofficial request is up to ten guests. Official request is unlimited.
- ◆Private Organization is considered as Unofficial.

	No.	Last Name	First Name	Date of birth	Nationality
Unofficial Guests Limit	1				
	2				
	3				
	4				
	5				
	6				
	7				
	8				
	9				
	10				

Unlimited for Official Guests	11				
	12				
	13				
	14				
	15				
	16				
	17				
	18				
	19				
	20				
	21				
	22				
	23				
	24				
	25				

VEHICLE DATA (Only for Official)

- ◆Copy of car title and driver's license must be attached with this request
- ◆Driver's Name must be on VISITOR DATA List also.

	No.	Vehicle Plate Number	Driver's Name
Only for Official	1		
	2		
	3		
	4		
	5		
	6		

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