

# OFFICIAL VISITOR PASS REQUEST FORM

## (CONSTANT ESCORT REQUIRED)

Date:			
<b>From:</b>	(Command)		
<b>To:</b>	Industrial Security Officer, Fleet Activities, Yokosuka		
<b>Subj:</b>	VISITOR PASS FOR OFFICIAL GUEST TO ENTER FLEET ACTIVITIES, YOKOSUKA		
<b>Ref:</b>	(a) COMFLEACTINST 5530.6 series (b) USFJINST 31-204		
<b>Encl:</b> <small>(if vehicle is requested)</small>	(1) Copy of Driver's License (2) Copy of Vehicle Title		
1. It is requested that the visitor listed on the back page be authorized access to Fleet Activities, Yokosuka.			
DATE/TIME			
Date (From)	Date (To)	Time (From)	Time (To)
GATE			
◆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
PURPOSE FOR VISIT			
POINT OF CONTACT			
Name (Last)	Name (First)	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.			
<hr style="width: 80%; margin: 0 auto;"/> Signature of Requestor			
Date:			
<b>From:</b>	Industrial Security Officer, Fleet Activities, Yokosuka		
<b>To:</b>			
1. Returned <input type="checkbox"/> approved / <input type="checkbox"/> disapproved			
<hr style="width: 80%; margin: 0 auto;"/> Signature			
INFORMATION OF THE GUEST IDS			
◆All visitors, age of 13 and older need to show one or a set of the following Identifications in order to access base.			
<b>Japanese</b>	①	<b>Driver's License</b>	a. Driver's License which has a permanent address of the holder on the card is acceptable. b. Driver's License which has no permanent address of the holder on the card is not acceptable unless it's presented with <b>Juminhyo</b> or <b>Kisaiinjhyo</b> . You can obtain Juminhyo at City Hall and Kisaiinjhyo at Yokosuka Police Station.
	②	<b>Passport</b>	
	③	<b>Juminkihondaicho-Card</b> with picture (Basic Resident Register Card)	
	④	<b>Student ID</b> (junior high and high schools) with picture (Visiting time must be before 17:00)	
<b>Non-Japanese</b>	①	<b>Alien Registration Card</b>	
	②	<b>Passport</b>	
<b>Notice</b>	◆Only Driver's license without permanent address on the card is not acceptable. Jyuminhyo or Kisaiinjhyo Must be with it. ◆Identification must be valid. ◆All information on the Identification must be clear. ◆Student ID may be used before 17:00. College student ID is not acceptable.		

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### VISITOR DATA

◆The nations listed reference (b) are limited to enter base, please contact 243-5125 for further information.

No.	Last Name	First Name	Nationality	Date of birth	Present Address
1					
2					
3					
4					
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25					

### VEHICLE DATA

◆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
1		
2		
3		
4		
5		
6		

### PRIVACY ACT STATEMENT

**5 U.S.C. & 552 a**

Collection of this is authorized by the Privacy Act, U.S.C. Section 552(a). The information will be used to process your Guest Pass request. The information on this form may be disclosed to the third parties in accordance with the provision of 5 U.S.C. Section. 552(b). Completion of this form is voluntary; however, failure to provide the information requested may preclude the processing of your Guest Pass request.