

Date:

**BASE ACCESS REQUEST FOR
DESIGNATED THIRD COUNTRY NATIONAL**

*** Submit this request at least **30 DAYS** prior to the guest anticipated arrival! ***

From:	Sponsors Name (Last) _____	(First) _____	(M.I.) _____	Rate/Rank _____	DOD ID# _____
	Command				
To: Via:	Security Officer, U.S. Naval Air Facility Atsugi Naval Criminal Investigative Service, Resident Agency, U.S. Naval Air Facility Atsugi				
Subj:	BASE ACCESS REQUEST FOR DESIGNATED THIRD COUNTRY NATIONAL				
Ref:	(a) <i>USFJINST 31-204</i> (b) <i>NAFATSUGIINST 5512.9series</i>				
Encl:	(1) Copy of Passport, Residence Card, and/or Alien Registration Card (2) Copy of Requestor's Military Identification Card				

SPONSORS INFORMATION

Home Address _____		
Work Phone # _____	Home Phone # _____	PRD _____
Email _____		

GUEST INFORMATION

LAST NAME _____	FIRST NAME _____	M.I. _____	NATIONALITY _____
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PERMANENT ADDRESS _____	ADDRESS IN JAPAN _____
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GENDER _____	D.O.B _____	COUNTRY OF CITIZENSHIP _____	PASSPORT # _____
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Resident/ Alien Reg. Card # _____	Relationship to Sponsor _____
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Detailed Purpose of Visit

Dates: From

To

Time: From:

To:

(Please initial after each block confirming understanding of information below)

_____ 1. I will constantly escort the above listed person and I am responsible for the actions of him/her while on the installation.

_____ 2. Immediate notification must be made to the Pass Office regarding any changes to the guest status/information.

_____ 3. Guest are not authorized overnight stay unless authorized by the Installation Security Officer.

_____ 4. I understand that failure to comply with guest policy may result in permanent suspension of guest privileges.

SPONSOR'S SIGNATURE/DATE: _____

FIRST ENDORSEMENT

Date: _____

From: Naval Criminal Investigative Service, Resident Agency,
U.S. Naval Air Facility Atsugi
To: Physical Security Officer, U.S. Naval Air Facility Atsugi

1. Checks conducted with: No derogatory comments.
 Derogatory comments

2. Forwarded recommending, approval/disapproval

NCIS Agent Name/Signature: _____

SECOND ENDORSEMENT

Date: _____

From: Physical Security Officer, U.S. Naval Air Facility Atsugi
To: Security Officer, U.S. Naval Air Facility Atsugi

1. Forwarded recommending, approval/disapproval.

PHYSICAL SECURITY OFFICER

APPROVING AUTHORITY

Date: _____

From: Security Officer, U.S. Naval Air Facility Atsugi
To:

1. Returned, Approved/Disapproved.
2. Guest are (Authorized/ Not Authorized) overnight stay.

SECURITY OFFICER