BASE ACCESS REQUEST FOR DESIGNATED THIRD COUNTRY NATIONAL

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

					Date:
From:	Sponsor's Name (Last)	(First)	(M.I.)	Rate	SSN (Last 4 digit)
	Command Name				
To: Via:	Commander, Feet Activities, Yokosuka (1) Naval Criminal Investigative Service Far East Field Office (2) Security Officer, Fleet Activities, Yokosuka				
Subj:	**BASE ACCESS REQUEST FOR DESIGNATED THIRD COUNTRY NATIONAL**				
Ref:	(a) USFJINST 31-204				
Encl:	(1) Copy of Passport (2) USFJ FORM 196aEJ & USFJ 196bEJ (PHS)				

1. I request gate access for my guest. The following information is furnished:
(Fill out appropriate section for your request - Please print)

Sponsor Information

Home Address:		
Telephone Number (Work)	Telephone Number (Home)	PRD
E-Mail Address		

Guest's Information

Last Name	First Name	M.I.	Nationality:	
Passport No.	Date of Birth	Height	Weight	
Color of Eyes	Color of Hair	Relationship		
Guest's Home Address:				
E-mail Address				

Date and time of Visit (Overnight Visit is not allowed)
Term of Visit is not allowed to exceed one month

Purpose of Visit	***Date***		***Time***	
	Date (From)	**To (To)**	**From**	**To**

Destination	**Yokosuka** ☐	**Ikego** ☐	**Negishi** ☐

a. I will constantly escort the above listed person and I am responsible for the actions of him/her while on the base. I understand that failure to do so will result in permanent suspension of sponsor's guest's privileges.

Sponsor's Signature	

FIRST ENDORSEMENT	
	Date:
From	Naval Criminal Investigative Service Far East Field Office (NCIS FE)
To:	Security Officer, Fleet Activities, Yokosuka
1. Forwarded recommending ☐ approval ☐ disapproval	
NCIS's Signature	

SECOND ENDORSEMENT	
	Date:
From:	Security Officer, Fleet Activities, Yokosuka
To:	Commander, Fleet Activities, Yokosuka
1. Forwarded recommending ☐ approval/☐ disapproval.	
Security Officer's Signature	

THIRD ENDORSEMENT	
	Date
From:	Commander, Fleet Activities, Yokosuka
To:	
1. Returned ☐ approved/☐ disapproved. 2. Guest must be constantly escorted while on base.	
Commander's Signature	

PRIVACY ACT STATEMENT

5 U.S.C.&552a

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.