

Check "X" into square which base you want to pick up pass from!

YOKOSUKA ()

IKEGO ()

NEGISHI ()

DBIDS registration must be completed to request "House Guest Pass"

From:	Sponsor's Name (Last) (First) (MI) Rate Command	Date: SSN (last four digit only) XXX-XX- <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
To:	Commander, Fleet Activities, Yokosuka (Attn: N3AT40)	
Via:	(1) _____ (Sponsor's Command)	
	(2) Housing Department, Fleet Activities, Yokosuka (Attn: Yokosuka Housing Director)	
	(3) Commander, U.S. Naval Forces, Japan (Attn: Fire Prevention Chief)	

Subj: REQUEST FOR HOUSE GUEST PASS/SPECIAL PASS

1. Request following pass be issued to the personnel indicated below (use a separate form for each guest):

<input type="checkbox"/> House Guest Pass Request (See Note 1)	Pass Period
<input type="checkbox"/> House Guest Pass Extension (See Note 2 and 3)	From:
<input type="checkbox"/> Special Pass Request (See Note 1, 4 and 5)	To:

Reason for Request for Extension: (See note 3)

Note 1: House guest pass will be issued for the duration of intended visit, but not to exceed 60 days per 365 days. Any sponsor requesting a House Guest pass must be occupying their residence during the time any approved temporary guests are occupying the home or place of residence. This pass is only allowed to enter and exit base, no other privileges.

Note 2: Visitation of guests in excess of 60 days will be considered on a case by case basis.(not to exceed 30 days)

Note 3: Reason for requesting the pass is required for **House Guest Pass Extension**

Note 4: Special Pass Request will be issued to family members residing within Japan.

Note 5: If your Japanese guest does not possess a passport, please provide a number of ID such as driver's license or resident card with picture. **"Driver's license must indicate a permanent address"**

2. The following information is provided: (Fill out appropriate section for your request - Please print)

Sponsor's Information

Home Address: (Physical Address, Not Mailing Address)	E-mail Address
Telephone Number (Work)	Telephone Number (Home) PRD

Guest's Information

Last Name	First Name	M.I.	Nationality/Citizenship:
Passport # (see above "Note 4")	Date of Birth	Height	Weight
Color of Eyes	Color of Hair	Relationship	
Guest's Home Address:		Permanent Address For JN (Prefecture Only):	

Lodging for Guest while Visiting

a. I understand I am responsible for the actions of the above listed person while on the base and for the return of the pass upon its expiration. In the event of my transfer prior to the expiration of the pass or upon request from proper authority, I will collect and return it to the Industrial Security Office. Failure to do so will result in the denial of any future request.

b. I certify that I am not requesting this pass for the purpose of **dependency approval**.
 I understand that the 72 hour overnight passes are included in the 60 days per 365 day period.

Sponsor's Signature



FIRST ENDORSEMENT

Date:

From:

(Sponsor's Command)

To: Commander, Fleet Activities, Yokosuka (Attn: N3AT40)

Via: Housing Department, Fleet Activities, Yokosuka (Attn: Yokosuka Housing Director)

1. Forwarded for your appropriate action.

Command's Signature

SECOND ENDORSEMENT (Not required if occupying non-government quarters)

Date:

From: Housing Office/Bachelor Housing/Visitor Quarter/Navy Lodge/U.S. Navy Hospital, Stork's Nest
(Circle one)

To: Commander, Fleet Activities, Yokosuka (Attn: N3AT40)

1. Forwarded recommending approval / disapproval.Housing Office's Signature/Bachelor Housing/Visitor
Quarter /Navy Lodge/U.S. Navy Hospital, Stork's Nest
(Circle one)**THIRD ENDORSEMENT (Not required if number of guests are within COMNAVFORJAPANINST 11101.15)**

Date:

From: Fire Prevention Chief, Commander, U.S. Naval Forces, Japan

To: Commander, Fleet Activities, Yokosuka (Attn: N3AT40)

1. Forwarded recommending approval / disapproval.

Fire Prevention Chief's Signature

Date:

From: Commander, Fleet Activities, Yokosuka (Attn: N3AT40)

To: (Sponsor)

1. Returned approved / disapproved until _____.

Industrial Security Office'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.