

SPECIAL EVENTS ACCESS REQUEST

"FOR OFFICIAL USE ONLY - PRIVACY SENSITIVE: Any misuse or unauthorized disclosure may result in both civil and criminal penalties."

For all non-work related access request.

(1) From: (Last Name, First Middle)	(2) Rate/Rank:	(3) Date of Request:
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MILITARY AFFILIATION OF REQUESTOR	DoD EMPLOYEE AFFILIATION OF REQUESTOR
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(4)Branch	(5)Status	(6)Branch	(7)Status
<input type="checkbox"/> USN <input type="checkbox"/> USARMY <input type="checkbox"/> USMC <input type="checkbox"/> USAF <input type="checkbox"/> USCG	<input type="checkbox"/> Active <input type="checkbox"/> Reserve <input type="checkbox"/> Retired <input type="checkbox"/> Midshipman <input type="checkbox"/> Delayed Entry Program	<input type="checkbox"/> USN <input type="checkbox"/> USARMY <input type="checkbox"/> USMC <input type="checkbox"/> USAF <input type="checkbox"/> USCG	Employer: Location:

(8) Military: Command (Currently assigned)	
(10) Department:	(11) Work Phone:
(12) Home Address:	
(13) City & State	(14) Home Phone:
(15) Email Address:	
(16) Date of Event:	(17) Location(s) of Event:

Pass and ID Verification of Identity stamp here.

Requestor Signature

ACCESS DESIRED
Mark all that apply

(18) Type <input type="checkbox"/> Escorted <input type="checkbox"/> Unescorted	(19) Location <input type="checkbox"/> Administration Side <input type="checkbox"/> Operation Side <input type="checkbox"/> Housing
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(20) REASON FOR REQUEST
Be specific

For official P & D Use Only

<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved	Print Name of Approving Official:	Signature of Approving Official:
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SPECIAL EVENT ACCESS REQUEST

This access request is to be used for pre-authorizing access to Non-Military/DoD personnel for the purpose of Weddings, Retirement Ceremonies, Command Functions, Change of Commands, or any other non-contract/work related access request.

Detailed Explanation:

Page1: Requesting individual's information.

Block#

- (1): Print full name (Last, First Middle) of the individual placing the request.
- (2): Rank/Rate of the individual placing the request. (If civilian enter pay grade)
- (3): Date of request (not the date of event)
- (4): If active duty, branch of service.
- (5): Status of active duty.
- (6): Civilian branch attached to.
- (7): Civilian employer / location.
- (8): Military command assigned to
- (9): Sponsor may digitally sign the request and email it to Pass and Decal or hand carry to Pass and ID with their CAC card and receive a "Verification of Identity" stamp in this block. Unverified requests will not be approved for access to the installation.
- (10): Military department
- (11): Work Phone Number
- (12): Home address
- (13): City and State
- (14): Home phone number / Cell phone number
- (15): Email address
- (16): Date of Event
- (17): Location of event
- (18): Type of access desired.
- (19): Location(s) of event
- (20): Detailed description of event.

Page 2: List of guest requiring access.

(Note: Military members, Dependents, or any other person who is already in possession of a valid DoD/Military ID do not need to be placed on the list, as they are already authorized for access)

Block#

- (21): Complete name of the individual.
(Do not use Mr. and Mrs. Smith; use a separate line for each individual in the family. If family members are under the age of 18, write "Child (6yo) Smith", or/ "Child (10yo) Smith", etc.)
- (22): Complete address of individual
- (23): Individual's date of birth
- (24): Individual's nationality.

If more people are being requested than there are spaces, multiple page 2's may be used.

Once complete, forward to the Pass and ID Office at LEMR_PASS-DECAL@NAVY.MIL

Any questions or concerns please contact Pass and ID at (559)998-3386/4786

