

REQUEST FOR HOUSE GUEST VISITATION

Date: _____

From: _____

Last, First MI

To: Security Officer, Fleet Activities, Sasebo

Via: CFAS Housing Service Center (HSC) Director/ Navy Gate Inns and Suites (NGIS) Sasebo
Manager / Navy Lodge Sasebo Manager

Ref: (a) CFA SINST 11101.12 series

Subj: REQUEST FOR HOUSE GUEST VISITATION

1. Sponsor Information

Name: _____ Rank/Rate: _____

Last, First, MI

Current Address: _____

Home Phone#/ Work phone#: _____ / _____

Command: _____

2. Guest Information

Relationship to Sponsor:

Name: _____ Date of Birth: _____

LAST, First MI

(MM/DD/YY)

Guest Visitation Dates From: _____ To: _____ Total Days: __

Landing Permission Dates From: _____ To: _____

Current Address:

Alternative Address if the guest stays in a different address from the sponsor: _____

Phone #: _____

Passport #: _____ Expiration Date: _____

Country Passport Issued: _____ Nationality: _____

Visa to enter Japan: Issued / Not Issued / Not applicable

Copy of Guest's ID: Passport for Foreign National / Japanese Driver's License or Resident Card
for Japanese National.

Enclosure (4)

Subj: REQUEST FOR HOUSE GUEST VISITATION

Reason for Visit:

Remarks: _____

3. I understand that the policy of House Guest and that I am being specifically directed the following (Initials):

a. _____ I am responsible for the action(s) of my guest while on base and that any misconduct by my guest(s) will result in revocation of this authorization.

b. _____ I must obtain an Access Pass for my guest, if approved. I will ensure the pass is with my guest at all times.

c. _____ I must return the Base Access Pass to the Pass & ID Office, Security Department upon guest's departure.

d. _____ Any extension to this approval must be requested 30 days in advance. Extension of guest visitation requests greater than 60 days for on-base and off-base housing guest must be forwarded to CFAS Commanding Officer via Housing Service Center or NGIS or Navy Lodge for final approval and requires the Sponsoring Commanding Officer's or OIC signature endorsement (By direction is not authorized).

e. _____ I have not requested and do not plan to request dependency status of sponsored guest(s).

Signature of Sponsor

Date: _____

First Endorsement

From: CFAS Housing Service Center (HSC) Director/ Navy Gate Inns and Suites (NGIS)
Sasebo Manager / Navy Lodge Sasebo Manager

To: Security Officer, Fleet Activities, Sasebo

1. The sponsor information and house guest request are reviewed properly by the appropriate Government Housing Manager (Base Housing Director / NGIS Manager / Navy Lodge Manager)

a. Recommend Approval / Disapproval

b. Remarks: _____

Signature of Government
Housing Manager

