

Guest Pass Policy

All sponsors must be registered in DBIDS in order to escort guests. Guests must be escorted and supervised at all times (with the exception of House Guest Passes). Sponsors are responsible for their guest's actions while on board the installation.

The forms required for a guest pass are the following:

Installation Access Request Form.

Proper Identification for DBIDS registration

U.S. Citizens (one of the following is REQUIRED)

1. Social Security Number
2. Taxpayer ID Number
3. Certificate of Naturalization

AND either

1. U.S. Passport with valid landing permission
2. Resident Card with valid visa and landing permission

Japanese Nationals (one of the following is REQUIRED)

1. Japanese Passport
2. Resident Card with picture
3. MyNumber card with picture
4. Japanese Driver's License with supplemental documents

All Other Nationalities

1. Passport with a valid landing permission
2. Resident Card with a valid visa and landing permission

Note: Guests who are processing a visa or who have a visa application in a pending status are not authorized to enter base. Please contact your guest's embassy or a Japanese Immigration office for more information.

Violation Policy

1. **Unescorted Guests.** If “Escort Required” guests are found unescorted, for the first violation, the sponsor’s escorting privileges for all passes will be suspended for 30-days and a second violation will result in a one year suspension. Installation access for the guest will be suspended until further notice. If the sponsor desires to appeal the suspension, the sponsor must send a written request to the FLEACT Yokosuka Legal Office explaining their circumstances.
2. **Unescorted Designated Third Country Nation (DTCN) Guests.** If DTCN guests are found unescorted, the sponsor’s escorting privileges will be revoked immediately and installation access for the guest will be suspended until further notice.
3. **Over Stay.** If guests are found on the installation beyond the time allocated for their pass, the sponsor’s escorting privileges for all passes will be suspended for 30-days and a second violation will result in a one year suspension. Installation access for the guest will be suspended until further notice.
4. **Trespasser.** If personnel enter the installation without proper authorization, the violator will be escorted off the installation by U.S. Naval Security Force members. If a sponsor is involved, their escorting privileges will be revoked immediately and installation access for the guest will be suspended until further notice.
5. **Mutilated or Tampered Passes.** Any passes issued by U.S. Fleet Activities (FLEACT) Yokosuka are prohibited from being mutilated or tampered with. The sponsor’s escorting privileges will be revoked immediately and installation access for the guest will be suspended until further notice.

6. Personnel who attempt or admit to attempting to maliciously circumvent the escort privileges to include the maximum number of guests allotted, will have their escort privileges suspended for 30 days. All current passes under the sponsor will be terminated. Additionally, sponsoring commands will be notified of further administrative or legal actions.
7. Any violations of the guest policy will affect the violator, sponsor, and sponsor's dependents. A record of the violation will be kept on file for three years at Visitor Control Center (VCC).
8. Traffic Violations. Per reference (f), traffic violations resulting in a traffic citation issued by FLEACT Yokosuka Security Department are a basis for loss of driving and/or guest privileges. For guests, the first violation will result in suspension of driving privileges for 30 days and the second violation will result in suspension of base and driving privileges until further notice. Patrols must ensure the VCC is contacted when guests with a oneday vehicle pass receive a traffic violation. VCC personnel will annotate the suspensions under the guest's profile in DBIDS.

Unofficial Guest Pass (Escort Required)

- Guests for U.S. military personnel including retirees and reservists, U.S. DoD civilian employees, U.S. Navy contractors, United Nation (UN) Commands personnel, U.S. Embassy personnel and their family members, Japan Self Defense Force (JSDF) personnel, Master Labor Contractor (MLC)/indirect Hire Agreement (IHA) with red star, VIP card holders and Special Retired MLC/IHA are required to obtain one-day guest pass to enter the base. All one-day personal guests are allowed to be escorted from 0500 to 2359.
- Officers, enlisted personnel in all pay grades, U.S. DoD civilian employees, U.S. Navy contractors authorized by U.S. Forces Japan, UN Commands personnel, U.S. Embassy personnel and their family members and all members of the JSDF, in all grades, may escort guests onto CFAY and its satellites, by obtaining a one-day guest pass.

Sponsors will meet and constantly escort their guests, onto and off the installation. Sponsors are limited to the number of guests authorized as stated in the following limitations:

Status/Grade	Number of Guest/Vehicles
E-6 and Senior	Six guests and three vehicles
E-5 and Junior	Four guests and three vehicles
JSDF Personnel and JSDF Retirees	
CWO1 and Senior	Six guests and member's vehicle (one)
E-6 thru E-9	Six guests and no vehicle
JSDF Academy Staff	Six guests and member's vehicle (one)
E-5 and E-4	Four guests and no vehicle
E-3 and Junior	Two guests and no vehicle
JSDF Academy Student	Six guests and no vehicle
Complimentary Guests	
Command Guest Pass Holders	Six guests and his/her/company's vehicle (one)
Retired MLC/IHA with Special Retired Pass	Six guests and no vehicle

- Family Member Guest Privileges. Family members 20 years or older (son, daughter, mother, father) may act as guest sponsor and will retain the same guest privileges as their sponsor.
- Other family members (16 years old thru 19 years old) may escort one (1) guest onto the installation regardless of their sponsor's rank. All of these family members are not authorized any Overnight or PreAuthorized Passes. The sponsor or spouse must apply for those passes.

Sample of Proper Identification for Guests

Must present one of the below listed official IDs:



Resident Card

Both visa and expiration date
must be valid.



Japan/Foreign
Passport

Valid visa required for non-
Japanese



Japanese Driver's License
Must have additional
document



Special Resident Permanent
Certificate

- ID is not required for minors under 12 years old.
Note: Must be escorted by their parent, or approved guardian after 1700 hrs. Approved guardian must provide Guardian Agreement Form.
- Non-Japanese nationals must present Passport or Resident Card.
- US citizens must provide full SSN for DBIDS registration.



My Number Card
(Kojin Bango Card)
Pictured Form Only

Supplements for Japanese Driver's License



& One of the six documents below:

#1

Basic Resident Registration Card (Jumin Kihon Daicho Card)

Pictured Form Only

#2

Address Certificate (Jumin-hyo) w/ Permanent Address (Honseki)

Valid until expiration date of the driver's license

#3

Konseki Kojin-Jiko Shomeisho

Obtain after the driver's license issuance

Valid until expiration date of the driver's license

#4

Konseki Zenbu-Jiko Shomeisho

Obtain after the driver's license issuance

Valid until expiration date of the driver's license

#5

Kisai Inji-hyo

Record on Driver's License

Title must be 記載印字票

#6

Honseki Kakunin-Yoshi

Record on Driver's License

Title must be 本籍確認用紙

交付：地元警察本部/地元警察本部地元警察
本籍：地元地元警察本部地元警察

PROPER ID's FOR ONE DAY GUEST PASS

(NON-JAPANESE NATIONALS)

Must present ONE of the below listed official IDs to obtain One Day Guest Pass:

PASSPORT with Valid Visa Stamp

(US Citizens will need to provide SSN for DBIDS registration)



Resident Card

