

Official Guests/Visitors

Activities desiring base access for individuals or groups making official or courtesy calls shall notify the FLEACT, Yokosuka Security Office of the event.

Notification will be made by an Installation Access Request form or memorandum stating the names, date of birth, present address and nationality of the individuals visiting, purpose of the visit, time and date of arrival and anticipated departure, vehicle description, license plate number, name, grade and telephone number of the person to contact in the event.

All guests must be escorted while on base.

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.

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 one-day vehicle pass receive a traffic violation. VCC personnel will annotate the suspensions under the guest's profile in DBIDS.

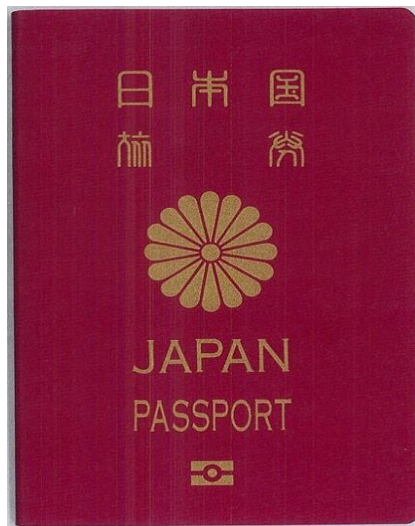
[COMFLEACT YOKOSUKA INSTRUCTION 5530.9](#)

Sample of Proper Identification for Guests

Must present one of the below listed official IDs:



**My Number Card
(Kojin Bango Card)
Pictured Form Only**



**Japan/Foreign
Passport
Valid visa required
for non-Japanese**



**Resident Card
Both visa and
expiration date
must be valid.**



**Japanese Driver's License
Must have additional
document
See next page**

- 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.



**Special Resident
Permanent Certificate**

Supplements for Japanese Driver's License

氏名: [Redacted] 昭和34年 7月15日生

住所: 岡崎市康生通南1丁目35番地2
交付: 平成24年 06月 25日 23250
平成29年08月15日まで有効

免許の条件等: 中型車は中型車(81)に限る
運転免許証

番号: 第 [Redacted] 号

取得: 昭和57年 10月 06日
更新: 昭和55年 08月 28日
再更新: 平成00年 00月 00日

+ One of six documents below

#1

住民基本台帳カード

△△市

2000年0月0日まで有効

住所: △△市△△区△△町2丁目2番1号

連絡先: △△市役所市民課 TEL: 123-456-7890

Basic Resident
Registration Card
(Jumin Kihon Daicho Card)

Pictured Form Only

#2

住民票

氏名: [Redacted] 昭和34年 7月15日生

住所: △△市△△区△△町2丁目2番1号

戸籍: △△市△△区△△町2丁目2番1号

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

Valid until expiration date
of the driver's license

#3

氏名: 北島 太郎

出生: 昭和50年10月10日

婚姻: 平成14年2月23日

Koseki Kojin-Jiko
Shomeisho

Obtain after the driver's license
issuance
Valid until expiration date of
the driver's license

#4

氏名: [Redacted]

出生: 昭和50年10月10日

婚姻: 平成14年2月23日

Koseki Zenbu-Jiko
Shomeisho

Obtain after the driver's
license issuance
Valid until expiration
date of the driver's
license

#5

記載印字票

免許証番号: 第3098[Redacted]号

交付年月日: 平成20年09月01日

照会番号: 73097

本籍: 岡山県 [Redacted]

Kisai Inji-hyo

Record on Driver's
License

Title must be
記載印字票

#6

本籍確認用紙

交付: 由 [Redacted] 取得

本籍: 由 [Redacted] 取得

Honseki Kakunin-
Yoshi

Record on Driver's
License

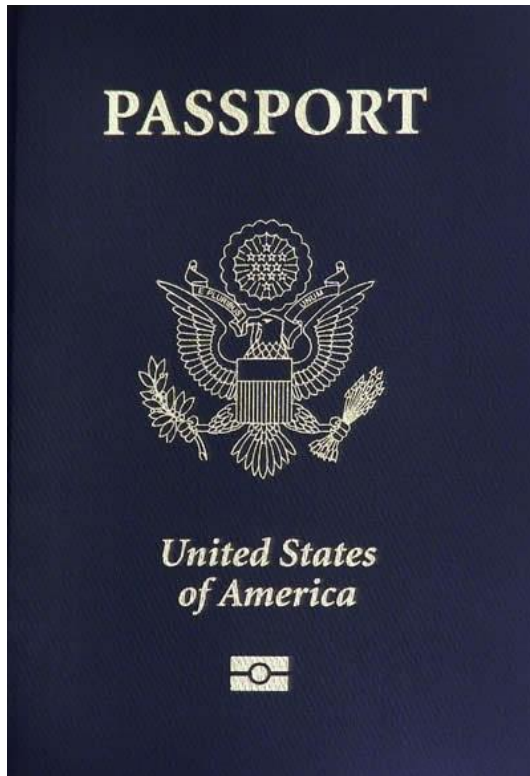
Title must be
本籍確認用紙

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



OFFICIAL VISITOR PASS REQUEST FORM

(CONSTANT ESCORT REQUIRED)

Date:			
From:	(Command)		
To:	Industrial Security Officer, Fleet Activities, Yokosuka		
Subj:	VISITOR PASS FOR OFFICIAL GUEST TO ENTER FLEET ACTIVITIES, YOKOSUKA		
Ref:	(a) COMFLEACTINST 5530.6 series (b) USFJINST 31-204		
Encl: <small>(if vehicle is requested)</small>	(1) Copy of Driver's License (2) Copy of Vehicle Title		
1. It is requested that the visitor listed on the back page be authorized access to Fleet Activities, Yokosuka.			
DATE/TIME			
Date (From)	Date (To)	Time (From)	Time (To)
GATE			
◆Please pick one of the gates where you want to escort from./Commercial vehicles must enter from Womble gate.			
<input type="checkbox"/> Main Gate Pedestrian Lane	<input type="checkbox"/> Main Gate Vehicle Lane	<input type="checkbox"/> Womble Gate Pedestrian Lane	<input type="checkbox"/> Womble Gate Vehicle Lane
PURPOSE FOR VISIT			
POINT OF CONTACT			
Name (Last)	Name (First)	Rate	Tel:
E-mail Address			
★ I understand I am responsible for the actions of the person above while on the base and for the return of the pass upon its expiration.			
★ I understand every guest must have one or a set of designated Identifications in order to access base.			
Signature of Requestor			
Date:			
From:	Industrial Security Officer, Fleet Activities, Yokosuka		
To:			
1. Returned <input type="checkbox"/> approved / <input type="checkbox"/> disapproved			
Signature			
INFORMATION OF THE GUEST IDS			
◆All visitors, age of 13 and older need to show one or a set of the following Identifications in order to access base.			
Japanese	①	Driver's License	a. Driver's License which has a permanent address of the holder on the card is acceptable. b. Driver's License which has no permanent address of the holder on the card is not acceptable unless it's presented with Juminhyo or Kisaiinjihyo . You can obtain Juminhyo at City Hall and Kisaiinjihyo at Yokosuka Police Station.
	②	Passport	
	③	Juminkihondaicho-Card with picture (Basic Resident Register Card)	
	④	Student ID (junior high and high schools) with picture (Visiting time must be before 17:00)	
Non-Japanese	①	Alien Registration Card	
	②	Passport	
Notice	◆Only Driver's license without permanent address on the card is not acceptable. Jyuminhyo or Kisaiinjihyo Must be with it. ◆Identification must be valid. ◆All information on the Identification must be clear. ◆Student ID may be used before 17:00. College student ID is not acceptable.		

CFAY 5532/51 (Rev. 6-13)

Submit this request to ISO at least 3 business days prior to the guest's arrival!!!

Upon Completion
FOR OFFICIAL USE ONLY – PRIVACY SENSITIVE

OFFICIAL VISITOR PASS REQUEST FORM

(CONSTANT ESCORT REQUIRED)

VISITOR DATA

◆The nations listed reference (b) are limited to enter base, please contact 243-5125 for further information.

No.	Last Name	First Name	Nationality	Date of birth	Present Address
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
17					
18					
19					
20					
21					
22					
23					
24					
25					

VEHICLE DATA

◆Copy of car title and driver's license must be attached with this request
 ◆Driver's Name must be on VISITOR DATA List also.

No.	Vehicle Plate Number	Driver's Name
1		
2		
3		
4		
5		
6		

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