

## Pre-Authorized Pass

Submit a "Pre-Authorization Pass Request Form" along with a copy of guest's ID to VCC at least 72- business hours prior to the guest's anticipated arrival. The sponsor will pick up the approved pre-authorized pass with the guest at the VCC prior to arrival or the Entry Control Point upon arrival. After proper identification, the guest with the sponsor will be allowed to access the installation. The sponsor will constantly escort their guests while on base. The Pre-Authorized Pass is requested for the following purposes:

- Personnel whose guest(s) depart and return on an MWR tour between 2300 and 700 may obtain a pre-authorized pass. Passes will be issued for the duration of MWR tour. No overnight pre-authorized passes are allowed.

Status/Grade	Number of Guest/Vehicles
<b>Military as Defined in Paragraph 1 of Chapter 2 in CFAYINST 5530.9</b>	
E-6 and Senior	Six guests and three vehicles
E-5 and Junior	Four guests and three vehicles
<b>JSDF Personnel and JSDF Retirees</b>	
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
<b>Complimentary Guests</b>	
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

## **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.

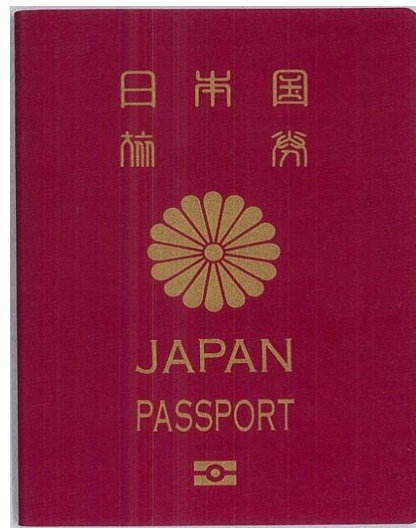
[COMFLEACT YOKOSUKA INSTRUCTION 5530.9](#)

# 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



**+** One of 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**



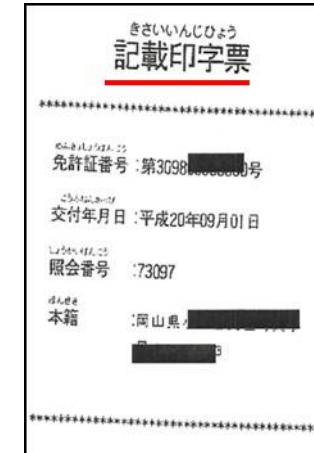
**Koseki Kojin-Jiko Shomeisho**  
**Obtain after the driver's license issuance**  
**Valid until expiration date of the driver's license**

**#4**



**Koseki 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**



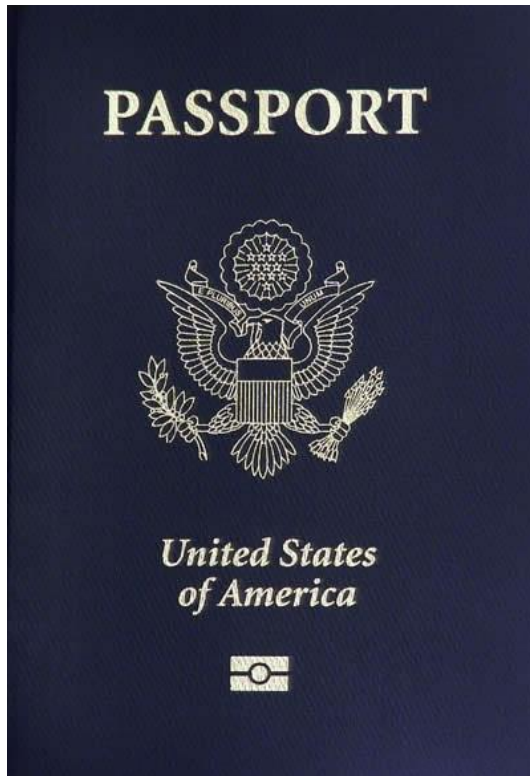
**Honseki Kakunin-Yoshi**  
**Record on Driver's License**  
**Title must be 本籍確認用紙**

# 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



# PRE-AUTHORIZED PASS REQUEST FORM

DBIDS registration must be completed to request for a Pre-Authorized pass.

Date:				
<b>From: Command</b>				<b>Official</b>
<b>From: Requestor</b>	Last Name	First Name	Middle Name	<b>Unofficial</b>
<b>To:</b>	<b>Visitor Control Center, Fleet Activities Yokosuka</b>			
<b>Subj:</b>	<b>REQUEST FOR PRE-AUTHORIZATION PASS FOR GUEST TO ENTER FLEET ACTIVITIES YOKOSUKA</b>			
<b>Ref:</b>	(a) COMFLEACTINST 5530.9 series			
<b>Encl:</b>	(1) Copy of Driver's License (if vehicle pass is required) (2) Copy of Vehicle Title (if vehicle pass is required)			
1. Per reference (a), it is requested that the guest(s) listed on back page be authorized entry to the base with an escort. 2. It will be one day visit for unofficial visits. I will <u>constantly escort</u> my guest while on-base. 3. I will ensure my guest complies with all rules and regulations established for Commander, Fleet Activities Yokosuka installations. 4. I understand that lack of information could be denial of my request. 5. I understand that my DBIDS registration must be completed and updated.				
<b>REQUESTOR'S INFORMATION (If Unofficial)</b>				
Requestor's Command			Address (Not mailing address)	
Requestor's Rate/Pay Grade			Tel (Work)	Tel (Home)
<b>DATE/TIME</b>				
<b>Passes are limited to only one day, overnight staying on base is prohibited with this pass request.</b>				
Date of Visit		Time (From)	Time (To)	
<b>ACCESSING POST (Check one)</b>				
<b>◆Please pick one of the gates where you want to escort from./Commercial vehicles must enter from Womble gate.</b>				
<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	<input type="checkbox"/> Ikego
<b>PURPOSE FOR VISIT (If Official)</b>			<b>SATELLITE (If Official)</b>	
			<input type="checkbox"/> Hakozaki	<input type="checkbox"/> Tsurumi
			<input type="checkbox"/> Urago	
<b>POINT OF CONTACT (If Official)</b>				
Name (Last)	Name (First)	Rank/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.				
I certify that I am authorized to sign on my command's behalf. (If Official)				
				_____ Signature of Requestor/Command
Date:				
<b>From:</b>	<b>Visitor Control Center, Fleet Activities Yokosuka</b>			
<b>To:</b>	<b>Requester</b>			
1. Returned, <input type="checkbox"/> approved / <input type="checkbox"/> disapproved.				
				_____ Signature

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

UPON COMPLETION  
FOR OFFICIAL USE ONLY – PRIVACY SENSITIVE



# PRE-AUTHORIZED PASS REQUEST FORM

(CONSTANT ESCORT REQUIRED)

## VISITOR DATA

- ◆The nations listed reference (b) are limited to enter base, please contact 243-5330/5125 for further information.
- ◆Unofficial request is up to ten guests. Official request is unlimited.
- ◆Private Organization is considered as Unofficial.

	No.	Last Name	First Name	Date of birth	Nationality
<b>Unofficial Guests Limit</b>	1				
	2				
	3				
	4				
	5				
	6				
	7				
	8				
	9				
	10				

<b>Unlimited for Official Guests</b>	11				
	12				
	13				
	14				
	15				
	16				
	17				
	18				
	19				
	20				
	21				
	22				
	23				
	24				
	25				

## VEHICLE DATA (Only for Official)

- ◆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
<b>Only for Official</b>	1		
	2		
	3		
	4		
	5		
	6		

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

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