Date:

**BASE ACCESS REQUEST FOR**

**DESIGNATED THIRD COUNTRY NATIONAL**

\*\*\* Submit this request at least **30 DAYS** prior to the guest anticipated arrival! \*\*\*

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| From: | Sponsors Name  (Last) | (First) | (M.I.) | Rate/Rank | DOD ID# |
|  | Command | | | | |
| To:  Via: | Security Officer, U.S. Naval Air Facility Atsugi  Naval Criminal Investigative Service, Resident  Agency, U.S. Naval Air Facility Atsugi | | | | |
| **Subj:** | **BASE ACCESS REQUEST FOR DESIGNATED THIRD COUNTRY NATIONAL** | | | | |
| Ref: | *(a) USFJINST 31-204*  *(b) NAFATSUGIINST 5512.9series* | | | | |
| Encl: | (1) Copy of Passport, Residence Card, and/or Alien  Registration Card  (2) Copy of Requestor’s Military Identification Card | | | | |

|  |  |  |
| --- | --- | --- |
| **SPONSORS INFORMATION** | | |
| Home Address | | |
| Work Phone # | Home Phone # | PRD |
| Email | | |

|  |  |  |  |
| --- | --- | --- | --- |
| **GUEST INFORMATION** | | | |
| LAST NAME | FIRST NAME | M.I. | NATIONALITY |

|  |  |
| --- | --- |
| PERMAMANT ADDRESS | ADDRESS IN JAPAN |

|  |  |  |  |
| --- | --- | --- | --- |
| GENDER | D.O.B | COUNTRY OF CITIZENSHIP | PASSPORT # |

|  |  |  |
| --- | --- | --- |
| Resident/ Alien Reg. Card # | Relationship to Sponsor | |
| ***Detailed Purpose of Visit*** | | |
| **Dates: From To** | | **Time: From: To:** |
| ***(Please initial after each block confirming understanding of information below)***   |  | | --- | | **1. I will constantly escort the above listed person and I am responsible for the actions of him/her while on the installation.**  **2. Immediate notification must be made to the Pass Office regarding any changes to the guest status/information.**  **­­­­­­­­\_\_\_\_\_\_ 3. Guest are not authorized overnight stay unless authorized by the Installation Security Officer.**  **\_\_\_\_\_\_ 4. I understand that failure to comply with guest policy may result in permanent suspension of guest privileges.** | | SPONSOR’S SIGNATURE/DATE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | |

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**FIRST ENDORSEMENT**

Date: \_\_\_\_\_\_\_\_\_\_

From: Naval Criminal Investigative Service, Resident Agency,

U.S. Naval Air Facility Atsugi

To: Physical Security Officer, U.S. Naval Air Facility Atsugi

1. Checks conducted with:  No derogatory comments.

 Derogatory comments

2. Forwarded recommending, approval/disapproval

**NCIS Agent Name/Signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**SECOND ENDORSEMENT**

Date: \_\_\_\_\_\_\_\_\_\_

From: Physical Security Officer, U.S. Naval Air Facility Atsugi

To: Security Officer, U.S. Naval Air Facility Atsugi

1. Forwarded recommending, approval/disapproval.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

PHYSICAL SECURITY OFFICER

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**APPROVING AUTHORITY**

Date: \_\_\_\_\_\_\_\_\_\_

From: Security Officer, U.S. Naval Air Facility Atsugi

To:

1. Returned, Approved/Disapproved.
2. Guest are (Authorized/ Not Authorized) overnight stay.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

SECURITY OFFICER