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 AtsugiNaval 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