

# MHAFB REQUEST FOR INSTALLATION ACCESS

## DATA REQUIRED BY PRIVACY ACT OF 1974

Authority: 50 U.S.C 797 and DOD Directive 5400 B

**PRINCIPAL PURPOSES:** To identify personnel requesting unescorted entry on to MHAFB .

**ROUTINE USES:** Information will be used by Security Forces to conduct a wants and warrants and criminal history check through the National Crime Information Center (NCIC), a local files check, and a check of the National Sex Offenders Registry.

**DISCLOSURE IS VOLUNTARY:** Failure to provide the information could result in the individual being denied base access.

**DISPOSITION:** This document is for official use only once completed. For protection of the contents, this document will be shredded when no longer required.

**SECTION I:** Completed by sponsor requesting access. Form must be sent (via secure email from a .mil account) or taken to the Visitor Control Center *two weeks prior* to the date VISITOR(S) need their pass. Sponsors must retrieve and return credentials to the issuing agency when access is no longer required.

**SECTION II:** Completed for all personnel requiring access. Visitors must return credentials to the sponsor/issuing agency when access is no longer required.

### SECTION I: SPONSOR'S INFORMATION

<small>SPONSOR'S NAME (FIRST, LAST, MIDDLE INT) &amp; RANK</small>		<small>SPONSOR'S WORK PHONE</small>	
<small>SPONSOR'S ORIGINATION</small>		<small>SPONSOR'S EMAIL</small>	
<b>SIGNATURE</b>		<b>DATE</b>	

### SECTION II: VISITOR'S INFORMATION

<small>VISITOR'S NAME (FIRST, FULL MIDDLE, LAST)</small>		<small>VISITOR'S SSN (FULL SSN)</small>		<small>GENDER</small>	
<small>EMPLOYED BY/COMPANY (OFFICIAL VISITS ONLY)</small>		<small>DRIVERS' LICENSE NUMBER</small>		<small>ISSUING STATE</small>	<small>DOB (YYYY-MM-DD)</small>
<input type="checkbox"/> OFFICIAL VISIT (MISSION REQUIREMENT)			<input type="checkbox"/> UNOFFICIAL VISIT (NON MISSION REQUIREMENT)		
<b>DATE OF ACCESS</b>			<b>TIME OF REQUESTED ACCESS</b>		
<b>FROM:</b> <input style="width: 100px;" type="text"/>			<b>FROM:</b> <input style="width: 100px;" type="text"/>		
<b>TO:</b> <input style="width: 100px;" type="text"/>			<b>TO:</b> <input style="width: 100px;" type="text"/>		
<b>DAYS ACCESS REQUESTED:</b> <input type="checkbox"/> MONDAY <input type="checkbox"/> TUESDAY <input type="checkbox"/> WEDNESDAY <input type="checkbox"/> THURSDAY <input type="checkbox"/> FRIDAY <input type="checkbox"/> SATURDAY <input type="checkbox"/> SUNDAY					
<small>SFS USE ONLY</small>					
<b>CHECKS COMPLETED:</b> NCIC/IETS: _____         LOCAL FILE: _____         NSOR: _____         WARRANTS: _____         APPROVED: _____         DENIED: _____					

  

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### SECTION III: APPROVAL

<small>NAME</small>	<small>SIGNATURE</small>	<small>DATE</small>
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## SECTION II: VISITOR'S INFORMATION (CON'T)

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