

1-DAY OFFICIAL ENTRY/EXIT REQUEST Date: _____

(Must Submit to PMO Admin DURING WORKING HOURS **3 BUSINESS DAYS IN ADVANCE**)

Name of Escorter : _____ Grade: _____ DoD ID# _____ QTRS# _____
 Name of Sponsor : _____ Grade: _____ DoD ID# _____
 Organization : _____ TEL# _____ RTD: _____
Work / Cell Phone MM/YY
 Destination: _____ From: _____ To: _____
Time / Date Time / Date

Purpose of Request: _____

**日本語で記入する場合、名前及び国籍は英語表記でも記入すること / You can fill out all in Japanese except guests name and nationality.

**17歳以下で親の同伴がない場合は承諾書が必要 / Children 17 years old or younger traveling without their parents need to attach signed "Permission Statement"

PRINT NAME OF GUEST (氏名)	NATIONALITY	ADDRESS, TEL#	PLACE OF WORK	VEH#	BADGE#
DOB (生年月日) DD/MM/YY, AGE (歳)	PASSPORT#	(住所、電話番号)			
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					

- 1) GUEST(S) MUST BE ESCORTED AT ALL TIMES WHILE ON THE INSTALLATION. PASS(ES) MUST BE RETURNED TO THE MAIN GATE SENTRY WHEN YOUR GUEST(S) EXIT THE AIR STATION.
- 2) Your respective guest(s) must check in upon entering the Air Station and be issued a visitor's pass. A Vailed picture I.D. is required at Main Gate when checking in.
- 3) Facility access is contingent upon MCX and DECA policy and should be addressed with each facility directly.
- 4) Those guest(s) who attend club activities must check out and exit the Air Station within 30 minutes of respective club's closing.
- 5) A violation of this authorization may result in disciplinary action up to termination of sponsorship privilages.

 Approving Official

 Sponsor's Signature

 PRINT NAME

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"For Official Use Only - Privacy Sensitive : Any misure or unauthorized disclosure may result in both civil and criminal penalties"