



**DEPARTMENT OF THE AIR FORCE**  
**AIR EDUCATION AND TRAINING COMMAND**

MEMORANDUM FOR RECORD

TO: Sponsors

SUBJECT: Installation Access Procedures for Special Events

1. Sponsors are responsible for obtaining the full name, date of birth, driver's license number and state of issue for all visitors 18 yrs and over. Any visitor who refuses to provide the required information will be denied access to the base. While on the installation, all visitors' 18 years old or above are required to have a valid U.S. state/government issued photo ID in their possession. Upon completion of the event, sponsors are required to ensure all visitors depart the installation immediately.
2. Criminal history checks are conducted on all visitors. Some, but not all, disqualifying offenses are: active warrants, currently on probation, currently on parole, any sex offense, and grievous crimes. Individuals that cannot be positively identified or who refuse to provide the requested information will be denied access. Foreign citizens (not legal permanent resident aliens) will also be denied access to the base. EXAMPLE: Family members of active duty or retired military who are citizens of Mexico or any other foreign country not having permanent legal resident alien status in the United States are not allowed access to the base. Every effort will be made to notify sponsors of visitors who are determined to be ineligible for access. However, access will be denied even if contact with the sponsor is not achieved.
3. Your visit request MUST be hand carried to 37 SFS/S5B, Pass and Registration, bldg 5616 for vetting no later than 10 business days prior to the event. Sponsors with government e-mail accounts can send the requests digitally signed to [802sfs.s5.passregistration@us.af.mil](mailto:802sfs.s5.passregistration@us.af.mil).

I CERTIFY THAT I HAVE READ AND UNDERSTAND THE ABOVE REQUIREMENTS.  
FURTHER, I WILL BE RESPONSIBLE FOR MY VISITORS CONDUCT DURING THE ENTIRE VISIT.

Print Name and Sign Below

Date of Event:

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