



JBER NON-OFFICIAL FOREIGN VISITOR WORKSHEET



PRIVACY ACT STATEMENT

In accordance with the Privacy Act of 1974 (Public Law 93-579), this notice informs you of the purpose of the information collected and how it will be used. Please read it carefully.
AUTHORITY: 10 U.S.C. 8013; 44 U.S.C. 3101; and EO 9397
PRINCIPAL PURPOSES: Used to record information and details of criminal activity which may require investigative action by commanders, supervisors, security police, AFOSI special agents, etc.; and to provide information to appropriate individuals within DoD organizations who ensure proper legal and administrative action is taken.
ROUTINE USES: Information may be disclosed to local, county, state, and federal law enforcement/investigative authorities for investigation and possible criminal prosecution or civil court action. Information extracted from this form may be used in other related criminal and/or civil proceedings.
DISCLOSURE IS VOLUNTARY: Refusal to provide will result in denial of pass and access to JBER.

DATE: _____

NOTE 1: NOFV access requests may take up to 30 calendar days for processing.

NOTE 2: Escort required unless endorsement approved by installation authority.

FOREIGN VISITOR

REQUIRED

Name (Sur/Last, First, MI): _____ Gender: _____ Exchange Student _____
 M F Fam Care Plan

Date of Birth: _____ Citizenship: _____
 Other Citizenship? Y N Where: _____

Passport #: _____ VISA Cntrl # (if have one): _____

Phone #: _____ eMail Address: _____

Addresses
 Home: _____ Local: _____

Relationship to Sponsor: _____

SPONSOR/ESCORT

(MUST be DoD issued ID card holder, 18 years or older; excluding Contr CAC)

REQUIRED

Name, Grade: _____ Unit: _____

Address: _____ Contact (at least one required)
 Phone: _____
 .mil email: _____

Status:	AD	Civ
	G/R	Dep
Ret		
Service:		
USA	USAF	USN
RCAF	USSF	USMC
USCG	USPHS	

ALTERNATE ESCORT

(MUST be DoD issued ID card holder, 18 years or older; excluding Contr CAC)

OPTIONAL

Name, Grade: _____ Unit: _____

Address: _____ Contact (at least one required)
 Phone _____
 email: _____

Status:	AD	Civ
	G/R	Dep
Ret		
Service:		
USA	USAF	USN
RCAF	USSF	USMC
USCG	USPHS	

VISIT DATES: _____ until _____

Limited to 60 day pass unless endorsed for extended/unescorted access on page 2.

Explanation of NEED for access to JBER (Lack of DETAILED explanation may result in disapproval)

As sponsor/escort, I am responsible for ensuring:

- The NOFV is escorted by myself, or the identified Alternate, at **ALL TIMES** while on JBER (unless endorsed for unescorted access)
- The NOFV is aware of installation regulations and that **ALL** individuals may be cited and/or removed from the installation for violation.
- The NOFV is aware that they are **NOT** authorized to sponsor or escort others onto the installation.
- 673 CES/Aurora Housing Office is notified of **ANY** visitor staying in unit longer than 30 days.

Sponsor/Escort

Alternate

Signature: _____

Signature: _____

SENIOR LEADERSHIP ENDORSEMENT (i.e. CC or 1st Sergeant)

The listed sponsor's unit senior leadership, and respective Security Manager(s), have been notified of the intended visit of a Non-Official Foreign Visitor to JBER.

The below signature signifies that unit senior leadership endorses approval of the requested foreign visit.

Name, Grade: _____ Position: _____

Signature: _____

===== 673 SFS ONLY BEYOND THIS POINT =====

673 SFS, Base Access Review

- | | | |
|---|-------------------|----------------------------------|
| 1) Did sponsor provide NOFV's passport?
(Make copy of passport) | YES | NO (Cannot process) |
| 2) Did sponsor provide NOFV's VISA (if applicable)
(Make copy of VISA) | YES | NO |
| 3) Is NOFV a: (NOTE: If YES, installation leadership endorsement is required for Unescorted access) | | |
| Foreign Exchange Student | YES (Complete 3a) | NO |
| or | | |
| On a Family Care Plan | YES (Complete 3a) | NO |
| 3a) Was a copy of Foreign Exchange Student agreement or Family Care Plan provided? | YES | NO (If 3 is YES, cannot process) |

Endorsement below required

<u>Review Completed</u>	
Date: _____	
By: _____	Signature: _____

EXTENDED STAY & UNESCORTED ACCESS ENDORSEMENT

Upon review of the Non-Official Foreign Visitor request, and pertinent supporting documents, the request for extended stay with unescorted access to JBER for the time period indicated in this request is hereby:

APPROVED **DISAPPROVED** **DATE:** _____

Commander,