



JBER PRIVATIZED HOUSING TENANT 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.

PHTW & DBIDS card is REQUIRED for ANY tenant that does not have a DoD issued credential

DATE: _____ **NOTE: Non-U.S. citizen tenants must also have an endorsed extended & unescorted access Non-Official Foreign Visitor Worksheet**

TENANT

REQUIRED	Name (Sur/Last, First, MI): _____ Gender: M F
	Date of Birth: _____ Driver's License #: _____
	State of Issue: _____

NOTE: Must provide copy of REAL ID compliant identification or alternate forms as specified at <https://www.jber.jb.mil/Info/Base-Access/>, with PHTW. If unable, PHTW cannot be approved.

LEASE HOLDER

REQUIRED	Name, Grade: _____ Unit: _____	Non-DoD PIV Holder?
	Address: _____ Contact (at least one required)	
	Phone: _____	Agency: _____
	email: _____	

As lease holder, I am responsible for ensuring:

- My tenant is aware that ALL vehicles on JBER are subject to search. Current registration and proof of insurance is required.
- My tenant is aware of installation regulations and that **ALL** individuals may be cited and/or removed from the installation for violation.
- My tenant is aware that they are **NOT** authorized to sponsor or escort others onto the installation.

Lease Holder's Signature: _____ Tenant's Signature: _____

AURORA HOUSING OFFICE - REQUEST Date: _____

Requesting vetting & fitness determination check for unescorted access to JBER of potential tena

By: _____ Signature: _____

673 SFS BASE ACCESS - VETTING & FITNESS CHECK Date: _____

Cleared Denied

By: _____ Signature: _____

AURORA HOUSING OFFICE - VERIFICATION Date: _____

Tenant has completed all prerequisites for residing in JBER Privatized Housing.

By: _____ Signature: _____

673 SFS BASE ACCESS - REVIEW & APPROVAL Date: _____

Individual is approved for a DBIDS ID card under Privatized Housing category

By: _____ Signature: _____