

CONTRACTOR PASS REQUEST

SPONSOR'S INFORMATION	
FIRST NAME	Sandia National Laboratories HR Staffing
MIDDLE NAME	Emergency POCs - Marlene Johnson - 845-8658 or Cindy Burnett - 844-9800
LAST NAME	Email: Elizabeth Ruiz - ekruid@sandia.gov
SSN (MANDATORY)	
DATE OF BIRTH	
SEX	M F (c one)
ORGANIZATION	
SPECIFIC SECTION	
ORGANIZATION ADDRESS	
DUTY PHONE (RELIABLE #)	844-3197
VISITOR DESTINATION	
SPECIFIC JOB SITE LOCATION	
BASE POC (Org, Section)	
BASE POC PHONE #	
CONTRACTOR'S/VISITOR'S INFORMATION	
FIRST NAME	
MIDDLE NAME	
LAST NAME	
DATE OF BIRTH	
SEX	M F (c one)
SSN (MANDATORY)	
HOME ADDRESS	
PHONE # (HOME)	
TYPE OF ID CARD (DL, ETC)	
NUMBER ON ID CARD	
STATE OF ISSUANCE	
COMPANY NAME/PHONE	Sandia National Laboratories
COMPANY ADDRESS	1515 Eubank Blvd. SE, Albuquerque, NM 87123
US CITIZEN	YES _____ NO _____ (IF NO STATE COUNTRY OF CITIZENSHIP) _____
DESTINATION	8
DURATION OF PASS (Date of Exp)	(Not to exceed 1 yr)
CONTRACT EXPIRATION	
DAYS REQUIRED ACCESS/TIME	<u>M T U W T H F S A T S U N</u> TIMES () 24/7

PRIVACY ACT STATEMENT: AUTHORITY: Title 5 USC Section 301, Departmental Regulation Principle Purpose:
 To implement AFI 31-201, Installation Security and 31-204, Air Force Motor Vehicle Traffic Supervision **ROUTINE PURPOSE:** To request and record the issuance of a Visitor when the use of another form is not authorized or specified. Failure to provide any of the information requested may result in non-issuance of the Visitor Pass. Disclosure of the SSN is voluntary acceptance of these terms constitutes approval for a criminal history background check to be conducted as part of the request approval process. This information is necessary for validation of identity and determination of entry eligibility onto Kirtland Air Force Base. Failure to provide this information may result in a non-issuance determination by the issuing authority.