

Received: _____

Contacted: _____

Processed: _____

**KIRTLAND AFB
PASS REQUEST**

SPONSOR'S INFORMATION

FIRST NAME	
MIDDLE NAME	
LAST NAME	
SSN or DOD ID Number	
DATE OF BIRTH	
SEX	M F (circle one)
ORGANIZATION	
ORGANIZATION ADDRESS	
DUTY PHONE	

CONTRACTOR'S//////VISITOR'S INFORMATION

FIRST NAME	
MIDDLE NAME	
LAST NAME	
DATE OF BIRTH	
SEX	M F (circle one)
SSN (MANDATORY)	
HOME ADDRESS	
PHONE # (Where you can be contacted/daytime)	

Contractor/Visitor's Personal Identification (State or Government Issued)

ID Type (For example: Drivers License)	
ID NUMBER	
STATE OF ISSUANCE	

Contractor's Company Information

COMPANY NAME/PHONE	
COMPANY ADDRESS	

Contractor/Visitor's Citizenship

US CITIZEN?	YES _____ NO _____ (IF NO, STATE COUNTRY OF CITIZENSHIP) _____
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Additional Pass Information

DESTINATION on Kirtland AFB	
DURATION OF PASS *****(Date of Expiration)	(Not to exceed 1 yr) Month: Day: Year:
DAYS REQUIRED ACCESS/TIME **NOTE: Circle the days access is required and indicate the access time requested for example (0700-1900).	M TU W TH F SAT SUN ACCESS TIMES ()

PRIVACY ACT STATEMENT

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.