SF 2730-VPR (05/2026)
Supersedes (12/2025) Issue

Sandia National Laboratories

KIRTLAND AFB SHORT TERM VISITOR PASS PRE-NOTIFICATION FORM

SPONSOR INFORMATION	
FIRST NAME	
LAST NAME	
DOD ID	
ORGANIZATION	
CONTACT PHONE	

This form must be completed and submitted to the Truman Visitor Control Center (VCC) or the Sandia Resources for Visitors & Employees (SRVE) location (SNL Employees) ***WITHIN 72 hours*** *to the* ***Start Date*** *(i.e. visitor's arrival). Upon form submittal, VCC personnel will validate sponsorship authority and verify the form is completed correctly. The visitor must report to the designated VCC with a valid government issued picture ID card, (Real ID Driver's license, passport, etc.). This form must be submitted prior to visitor arrival, or the sponsor will be required to report to the VCC to sponsor a pass for the visitor.*

VISITOR INFORMATION (one visitor per form)	
FIRST NAME	
MIDDLE NAME	
LAST NAME	
DATE OF BIRTH	
DL STATE/NUMBER	
US CITIZEN	YES ☐ NO ☐ If no, list country of citizenship: _____

PASS INFORMATION	
Individual picking up pass MUST pick up the pass on START DATE provided or paperwork will be TERMINATED.	
DESTINATION(S)	
START/END DATE	
ACCESS TIMES (i.e. Mon-Fri 0730-1630)	

SPONSOR ACKNOWLEDGMENT

I have read and understand the information above and that I am responsible for the actions of all visitors I sponsor onto the installation. I understand that failure to comply with instructions could result in my loss of sponsorship privileges**.** If you need more information, please contact me at the above number.

DATE _____ SPONSOR SIGNATURE _____

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