

KIRTLAND AFB

SHORT TERM VISITOR PASS

PRE-NOTIFICATION FORM

SPONSOR INFORMATION	
FIRST NAME	
LAST NAME	
FULL SSN	
ORGANIZATION	
CONTACT PHONE	
<i>This form must be completed and submitted to the Truman Visitor Control Center (VCC)or the IPOC location (SNL Employees) NO EARLIER than 72 hours prior to visitor 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, (DL, State ID, etc.) vehicle registration, and insurance (rental agreement if applicable) to obtain a pass. 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.</i>	
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	
<i>Individual picking up pass MUST pick up the pass on START DATE provided or paperwork will be terminated. The duration of this pass cannot exceed 3 days without sponsor present in which case up to 30 days can be issued. If the visitor has 3 or more passes totaling 30 days or more within a 90 day period, the sponsor and visitor will be required to follow the procedures to obtain a long term pass.</i>	
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
PRIVACY ACT STATEMENT: The contents of this/these document(s) shall not be disclosed, discussed, or shared with individuals unless they have a direct need-to-know in the performance of their official duties. Deliver this/these document(s) directly to the intended recipient. DO NOT drop off with a third party. ROUTINE: To request and record the issuance of a Visitor when the use of another form is not authorized. Failure to provide any of the information requested may result in non-issuance of the Visitor Pass. This information is necessary for validation of the sponsor's identity and determination of entry eligibility of the visitor onto Kirtland Air Force Base. Failure to provide this information may result in a non-issuance determination by the issuing authority.	