

JBPHH FOREIGN NATIONAL VISITORS REQUEST FORM

PRIVACY ACT STATEMENT: SECNAV 5030.4 AUTHORITY: 10 USE 8012, 44 U.S.C. 3101 AND 10 U.S.C. 5013
PRINCIPAL PURPOSE: Request Joint Base Commander authorization for base access to Foreign Nationals for "Unofficial Visits"
ROUTINE USES: Authorization for Sponsor to request Foreign National base access and/or special event approval.
DISCLOSURE IS VOLUNTARY: Failure to provide requested information will result in denial of the entry of the installation. Falsified data will result in barment from the installation.

(INSTRUCTIONS) Unofficial Foreign National Visits must be approved by the Joint Base Commander (JBC) IAW JBPHHINST 5510.1 para 4.5.3b.

1. All information must be typed; Last Name, First Name, MI, SSN, DOB, Citizenship, Gender, Immigration or Passport Number.
2. The only information that can be written is date and signatures at the bottom; original signatures are required at time of application.
3. Escort must remain with Foreign National Visitor at all times while on the installation, unless given specific permission for unescorted access by the JBC in writing.
4. This letter must be received by Nimitz VCC 14 days prior to requested access or event. Special consideration is not guaranteed and subject to the JBC discretion for short notice events or access requests. Sponsor will be notified upon approval or denial of application.
5. Location must be specifically annotated. Wahiawa, West Loch, JBPHH Main Base, etc., may be used if a cover letter is submitted with this application documenting the need for base wide access.
6. Visitor Pass expiration date will be at conclusion of the event or visit.
7. Incomplete forms or forms with errors will be returned for correction; they will not be submitted to the JBC.
8. The form will be e-mailed to the sponsor's e-mail address unless otherwise specified on the form.
9. One Escort is required per vehicle or per 20 personnel.

TO: Joint Base Commander		FROM: (Sponsor/Organization & Address)	
EVENT DATE/TIME	LOCATION	NUMBER OF FOREIGN NATIONAL VISITORS	NAME OF ESCORT <small>(One escort required per vehicle or 20 personnel)</small>

JUSTIFICATION: Note justification needs to be in detailed for JBC approval.

THIS CERTIFICATION CONCERNS A MATTER WITHIN THE JURISDICTION OF AN AGENCY OF THE UNITED STATES AND THE MAKING OF A FALSE, FICTICIOUS OR FRAUDULENT CERTIFICATION MAY RENDER THE MAKER SUBJECT TO PROSECUTION UNDER TITLE 18, UNITED STATES CODE, SECTION 1001.

COMMAND ENDORSEMENT: <small>(required for special, spouse, houseguest)</small>	Printed Name: Organization/Number: CO, CC, DIRECTOR	Signature/ Date:	
HOUSING OFFICE ENDORSEMENT: <small>(required for houseguest passes)</small>	Printed Name: Housing Office/Number: Only for Houseguests	Signature/ Date:	
Sponsor's SIGNATURE:		DATE:	
Print Sponsor's NAME: Typed Name and Rank		Phone & E-mail	
PASS and ID Supervisor Recommendation	Recommend: APPROVE DISAPPROVE	Initial & DATE:	
JBC SIGNATURE:		DATE:	
	CIRCLE: APPROVE DISAPPROVE	CIRCLE:	ESCORTED UNESCORTED

PRIVACY ACT STATEMENT

AUTHORITY: Section 3101, Title 44, US Code, 5 USC 552A

PRINCIPAL PURPOSES: The purpose of requesting personal information is to assist security personnel in developing records to document Foreign National visitors suitability for access to Joint Base Pearl Harbor-Hickam, Hawaii. The social security number (if Green card holder) and date of birth are necessary to identify persons, maintaining records, and for criminal history/background checks.

ROUTINE USES: This information may be used to determine suitability of persons desiring access to Joint Base Pearl Harbor-Hickam as well as for other lawful purposes including law enforcement and litigation.

DISCLOSURE IS VOLUNTARY: Disclosure of requested information is voluntary. However, failure to provide information will result in access privileges being refused or withdrawn. The Privacy Act Statement will apply throughout the duration of the visit

PRINTED NAME/SIGNATURE OF PID REPRESENTATIVE _____

FOREIGN NATIONAL VISITORS INFORMATION

Last Name	First Name	MI	DOB	Green Card	SSN	Citizenship	Gender	Naturalization or Passport #
(Ex:) Smith	John	A	4 Jan 1966	Yes/No	123-45-6789	Korean	M	KA1234567
Sponsor's SIGNATURE:						Date:		
Print Sponsor's Name:						Phone/E-mail:		