



# JBER FOREIGN VISITOR PASS WORKSHEET



### PRIVACY ACT STATEMENT

In accordance with the Privacy Act of 1974 (Public Law 93-579), this notice informs you of the purpose of the information collected and how it will be used. Please read it carefully.  
 AUTHORITY: 10 U.S.C. 8013; 44 U.S.C. 3101; and EO 9397  
 PRINCIPAL PURPOSES: Used to record information and details of criminal activity which may require investigative action by commanders, supervisors, security police, AFOSI special agents, etc.; and to provide information to appropriate individuals within DoD organizations who ensure proper legal and administrative action is taken.  
 ROUTINE USES: Information may be disclosed to local, county, state, and federal law enforcement/investigative authorities for investigation and possible criminal prosecution or civil court action. Information extracted from this form may be used in other related criminal and/or civil proceedings.  
 DISCLOSURE IS VOLUNTARY: Refusal to provide will result in denial of pass and access to JBER.

**DATE:** \_\_\_\_\_

## SPONSOR/ESCORT

Name, Grade: _____	Unit: _____	Status:	AD	NG	Res
			Ret	Dep	Civ
Address: _____	Home phone: _____	Service:	USA	USAF	USCG
	Duty phone: _____		USMC	USN	USPHS

## ALT ESCORT

Name, Grade: _____	Unit: _____	Status:	AD	NG	Res
			Ret	Dep	Civ
Address: _____	Home phone: _____	Service:	USA	USAF	USCG
	Duty phone: _____		USMC	USN	USPHS

I, (Sponsor's Name) \_\_\_\_\_, take full responsibility for (Visitor Name) \_\_\_\_\_  
 [(Date of Birth) \_\_\_\_\_ (Relationship) \_\_\_\_\_ (Country of Origin) \_\_\_\_\_  
 (Passport #) \_\_\_\_\_ ] while they are on JBER.

I wish my Foreign Visitor to receive a pass from (Date) \_\_\_\_\_ until (Date) \_\_\_\_\_ **(30 Day Max)**.

Explanation of **NEED** for access: **(Failure to provide DETAILED explanation will result in Pass denial)**

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

673 SFS
_____
_____
_____
_____
_____
_____
_____

Sponsor	As sponsor/escort, I am responsible for: <b>(Initial at left for each statement)</b>
_____	Ensuring that I, or my alternate, are with my foreign visitor at <b>ALL TIMES</b> while on JBER.
_____	The conduct of my visitor while on JBER.
_____	Ensuring my visitor is aware of regulations and guidelines pertaining to safety, security, and restricted/controlled areas of JBER.
_____	Ensuring my visitor is aware that <b>ALL</b> individuals on JBER can be cited, detained, and/or removed from the installation for any violations.
_____	Ensuring my visitor is aware that they are <b>NOT</b> authorized to sponsor or escort others onto JBER.
_____	Notifying the 673 CES Housing Office of any visitor staying in my housing unit longer than 30 days. (Attach copy of letter from housing)

I, and my alternate **(if applicable)**, have read and understand the above responsibility statements.

Signature: \_\_\_\_\_ Alt Signature: \_\_\_\_\_

Unit First Sergeant / Unit Commander, or equivalent, endorsement **(Not applicable to Retirees)**.

Print: \_\_\_\_\_ Signature: \_\_\_\_\_

**Once completed, the worksheet must be physically presented to 673 SFS Visitor Control Center at time of visitor entry**

***** 673 Security Forces Squadron only use ONLY *****	
Reviewed & Accepted by:	
Name: _____	Signature: _____