

SFMIS PASS REQUEST SHEET

PART 1

SPONSOR Information

HRO USE ONLY

FIRST NAME			
MIDDLE NAME			
LAST NAME			
DOB	(mm/dd/yyyy)	Male	<input type="checkbox"/>
		Female	<input type="checkbox"/>
SSN (Mandatory)			
PHONE #			
ORGANIZATION			
Home or Organization Address			

PART 2

VISITOR Information

First Name			
Middle Name			
Last Name			
DOB (Mandatory)	(mm/dd/yyyy)	Male	<input type="checkbox"/>
		Female	<input type="checkbox"/>
SSN or Alien Reg. # (Mandatory)			
U.S. Citizen? If No, country of citizenship	Yes	<input type="checkbox"/>	
	No	<input type="checkbox"/>	
Identification	Type:	#: _____	Exp:
Phone #			
Company			
Subcontractor (Company Name)			
Home Address			
Exp. Date of requested pass (1 yr max)	(mm/dd/yyyy)		

PRIVACY ACT STATEMENT: AUTHORITY: Title 5 USC Section 301, Departmental Regulation
Principal 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/Vehicle Pass 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/Vehicle 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.