APPLICATION FOR ORGANIZATION-SPONSORED INSTALLATION ACCESS PASS

For use of this form, see USFKI 5200.08A CH1 and the proponent agency is USFK Provost Marshal Office.

SEE PRIVACY ACT STATEMENT ON PAGE 2

TRACKING #

RECEIVED DATE

SECTION I- TO BE FILLED OUT BY SPONSOR AND APPLICANT (TYPE OR PRINT)

1. NAME (LAST, FIRST, MIDDLE)	2. SEX ☐ FEMALE ☐ MALE	3. a KID/SSN OR PASSPORT	3.b NATIONALITY

4.DOB (YYYYMMDD)	5. HEIGHT (INCHES)	6. WEIGHT (POUNDS)	7. HAIR	8. EYES	9. GLASSES ☐ YES ☐ NO	10. POB (CITY/COUNTRY)

11. ADDRESS & PHONE NUMBER

11.a. CURRENT ADDRESS & PHONE NO. (ST NO., CITY & PROVINCE)	11.b. PERMANENT ADDRESS & PHONE NO. (ST NO., CITY & PROVINCE)

12. ACCESS REQUIREMENTS **(If USFK or 8A-wide, special processing is required; submit 60 days in advance)**

12.a. ACCESS AREA	12.b. FPCON (A,B,C,or D)	12.c. HPCON (0, A, B, C, or D)	12.d. ESCORT PRIVILEGE ☐ YES ☐ NO ☐ PER(S) ☐ VEH(S)	12.e. ACCESS HOURS	12.f. ACCESS DAYS

12.g. PASS TYPE

☐ EMPLOYEE ☐ ROK MILITARY ☐ SPONSORED GUEST ☐ ROK GOVERNMENT OFFICIALS
☐ CONTRACTOR ☐ ALLIED NATION ☐ SG SPOUSE (RED) ☐ ROK MILITARY FAM MBR
☐ US EMBASSY ☐ VOLUNTEER ☐ DRIVER (RED) ☐ KOREAN SERVICE CORPS

12.h. STATUS

☐ INITIAL ☐ RENEWAL ☐ UPDATE

12.i. MISSION ESSENTIAL PERSONNEL(MEC)

☐ YES, Position #:_____ ☐ NO

13. SPONSOR INFORMATION

13.a. SPONSOR (FULL NAME/RANK or GRADE)	13.b. SPONSOR FULL SSN or DODID#	13.c. SPONSOR ORG & PHONE NUMBER

14. JUSTIFICATION FOR INSTALLATION/BASE ACCESS (ATTACH COPY OF KID CARD OR PASSPORT, PREVIOUS PASS, as applicable)

(FPCON level, escort privilege, access area, and days/hours of access must be justified in detail)

SPONSOR STATEMENT OF UNDERSTANDING

I fully understand my responsibilities as a sponsor for the control of the person identified at the top of this application. All information submitted is true and correct to the best of my knowledge. I further understand that it is my responsibility to ensure that I notify the Installation Pass & ID Office of any change in my status as a sponsor or any knowledge of misuse of the pass to be issued. It is my responsibility to ensure that the pass is returned to the Installation Pass & ID Office if it is not renewed, upon termination of employment or services being provided; or for short term visitors or personal service employees, prior to my DEROS. Failure to comply with these requirements may result in adverse administrative or legal action against me.

15. SPONSOR SIGNATURE DATE

SECTION II - TO BE FILLED OUT BY DOD SPONSOR

APPLICANT NAME (LAST, FIRST, MIDDLE) | KID/SSN OR PASSPORT

16. GRADE/RANK | 17. JOB TITLE | 18. DATE OF EMPLOYMENT

19. UNIT/AGENCY/COMPANY ADDRESS/PHONE NUMBER

20. CONTRACTING OFFICER / PHONE NUMBER

21. CONTRACT NUMBER

22. CONTRACT PERIOD (YYYYMMDD-YYYYMMDD)
TO

SECTION III – REQUESTING AUTHORITY

I HAVE REVIEWED THIS APPLICATION AND ITS SUPPORTING DOCUMENTATION AND I AFFIRM IT MEETS THE PROVISIONS OF USFKI 5200.08A CH1.

SIGNATURE, TYPED NAME, GRADE, & DUTY TITLE

SECTION IV – TO BE FILLED OUT BY PASS & ID OFFICE

23. CRIMINAL HISTORY CHECK WITHIN LAST 5 YEARS? ☐ YES ☐ NO

	Requested	Completed
23.a. USFK Law Enforcement	_____	_____
23.b. KNP	_____	_____
23.c. NCIC	_____	_____

24. DEROGATORY INFORMATION ☐ YES ☐ NO
(If Yes) Date Provided To Approval Authority

25. ALL REQUIRED SUPPORTING DOCUMENTATION ATTACHED AND CURRENT?
☐ YES ☐ NO

26. DATE PASS ISSUED | 27. PASS EXPIRATION DATE

I HAVE REVIEWED THIS APPLICATION TO ENSURE INFORMATION AND DOCUMENTATION REQUIRED FOR AN APPROVAL DETERMINATION ARE ENCLOSED AND IAW USFKI 5200.08A CH1.

28. SIGNATURE OF PASS & ID SECTION CHIEF OR NCOIC | DATE

SECTION V – APPROVAL AUTHORITY

I HAVE REVIEWED THIS APPLICATION AND ITS SUPPORTING DOCUMENTATION AND I AFFIRM IT MEETS THE PROVISIONS OF USFKI 5200.08A CH1.

☐ Approved ☐ Disapproved

SIGNATURE, TYPED NAME, GRADE, & DUTY TITLE

PRIVACY ACT STATEMENT

1. AUTHORITY: Title 10, USC, 3012(g).

2. PRINCIPAL PURPOSE(S): Use of social security number or Korean identification number is an additional means of identification of individuals.

3. ROUTINE USES: An individual's social security number or Korean identification number, together with name and other personnel identifying data, may be used for the collection of derogatory information on file within DOD, host nation, and other law enforcement agencies in determining an individual's suitability for access to USFK installations in Korea.

4. MANDATORY OR VOLUNTARY DISCLOSE AND EFFECT ON INDIVIDUALS NOT PROVIDING INFORMATION:

Disclosure of information is voluntary. Failure to provide required data may result in denial of access to USFK installations.

INSTRUCTIONS FOR COMPLETING
USFK FORM 82 APPLICATION FOR ORGANIZATION-SPONSORED INSTALLATION/BASE ACCESS PASS

SECTION I - Sponsor or Applicant will:

1. NAME (Name information must match national registry, ex. SSN/KID Administrations)
2. SEX (Check appropriate block)
3. KID/SSN or Passport # (Input correct numbers/information); Input applicant's current nationality
4. DOB (4 DIGIT year, month, date format, ex. 19751005)
5. Height (Use inches)
6. Weight (Use pounds)
7. Hair Color
8. Eye Color
9. Glasses, YES or NO (Indicate contacts if worn)
10. POB (ex. Seoul, Korea or Atlanta, GA USA)
11. Current address in Korea (Full civilian off-post address; if DOD, full APO address)
12. Access requirements:

12.a. Input access area (EX. Humphreys, Osan, 8A-Wide, etc). Must be specific & for official duty only

NOTE: Request for USFK or 8A - wide Access require approval from the USFK Chief of Staff (CoS). Request for this type of access will be forwarded through the CFC/USFK Provost Marshal Office, Security Division (FKPM-S), for processing and submission to the USFK CoS or 8A Commander/delegated authority.

12.b.c.d.e.f. Input desired FPCON, HPCON, escort privilege, time and days access is required.

12.g.h. Select type of pass based on the status of the applicant; indicate initial, renewal or update of desired pass.

(Include photocopy of current pass, KID card or passport photo page.)

12. i. If the applicant occupies a mission essential position, check YES and enter his/her duty position number as shown on his/her position description. Failure to provide this data may result in rejection of the mission essential person's access to installation(s) during transition to emergency condition and thereafter.

13. Sponsor Information. (Provide all required information)

14. JUSTIFICATION: Provide detailed information that supports that type of access requested. List specific locations and frequency of access (ex. Travel to Cp Walker, Cp Casey, and Osan AB 2 X weekly to deliver supplies) **SPONSOR WILL READ and SIGN STATEMENT OF UNDERSTANDING.**

SECTION II - DOD SPONSOR will:

16. Provide current grade/rank of applicant
17, 18. Provide official job title and date began employment/duty with USFK
19. Input official unit or civilian agency address and telephone number. (Use USFK APO or local Korean address)
20 - 22. (This information is required data for all contractor applicants.)

(If applicant is a contractor, SF Forms 26 and 30 MUST be submitted with this application)

SECTION III - REQUESTING AUTHORITY will:

Indicate APPROVE OR DISAPPROVE and sign USFK Form 82 in section III.

SECTION IV - PASS & ID Office or PMO will:

23 - 25. Review application and supporting documents. Answer YES or NO. Input correct dates regarding criminal history checks and pass issue data.

26 - 27. Annotate pass issued date and expiration date when the pass is issued to the applicant.

28. Signature of Pass & ID Section Chief or NCOIC that reviewed of application for completeness. If not, return the application packet to obtain missing information or documentation.

SECTION V - APPROVING AUTHORITY will:

Indicate **APPROVE OR DISAPPROVE** and sign USFK Form 82 in section V.