

APPLICATION FOR INDIVIDUAL-SPONSORED INSTALLATION ACCESS PASS (USFK REG 190-7) SEE PRIVACY ACT STATEMENT BELOW						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. CURRENT ADDRESS & PHONE NO. (ST NO., CITY & PROVINCE)				12. RELATIONSHIP TO SPONSOR (NOT APPLICABLE FOR PERSONAL SERVICE HIRE PASS APPLICANT)			
13. ACCESS REQUIRMENTS (If USFK or 8A-wide, special processing required; submit 60 days in advance)							
13.a. ACCESS AREA		13.b. FPCON	13.c. HPCON	13.d. ESCORT PRIVILEGE (for 15c and 15d only) YES NO PER(S) VEH(S)		13.e. HOURS	13.f. DAYS
14. SPONSOR INFORMATION							
14.a. SPONSOR (FULL NAME/RANK or GRADE)			14.b. SPONSOR FULL SSN/DODID#		14.c. SPONSOR ORG & PHONE NUMBER		
15. PASS TYPE AND JUSTIFICATION (ATTACH COPY OF KID CARD OR PASSPORT, as applicable)							
15.a. SHORT-TERM PASS PERIOD OF VISIT: _____ TO _____ INSTALLATION(S): _____ 15.b. PERSONAL SERVICE HIRE PASS SERVICE REQUIRED: _____ SERVICE EXPIRATION: _____ ON-POST HOUSING #/CAMP/BASE: _____ 15.c. NON-DOD FAMILY MEMBER PASS REASON FOR STAY IN KOREA: _____ 15.d. CIVILIAN RETIREE FAMILY MEMBER CIVILIAN RETIREE RETIREMENT DATE: _____ 15.e. VHC HOLDER CARE PROVIDER: VA COMMUNITY CARE LETTER PRESENTED? YES NO							
SPONSOR ACKNOWLEDGEMENT OF RESPONSIBILITY							
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 proper conduct of my visitor while he/she is on USFK installation. It is my responsibility to ensure that the pass is returned to the Installation Pass & ID Office upon termination the visit. Failure to comply with these requirements may result in adverse administrative or legal action against me.							
16. SPONSOR SIGNATURE						DATE	
SECTION II – TO BE FILLED OUT BY PASS & ID OFFICE							
17.a. USFK Law Enforcement Check		Requested _____	Completed _____	18. DEROGATORY INFORMATION		YES	NO
17.b. KNP Criminal History Check		_____	_____	(If Yes) Date Provided Approval Authority _____			
17.c. NCIC Check		_____	_____				
I HAVE REVIEWED THIS APPLICATION TO ENSURE INFORMATION AND DOCUMENTATION REQUIRED FOR AN APPROVAL DETERMINATION ARE ENCLOSED AND IAW USFK REG 190-7.							
19. SIGNATURE OF PASS & ID SECTION CHIEF OR NCOIC				DATE		20. PASS EXPIRATION DATE	
SECTION III – APPROVAL AUTHORITY							
I HAVE REVIEWED THIS APPLICATION AND ITS SUPPORTING DOCUMENTATION AND I AFFIRM IT MEETS THE PROVISIONS OF USFK REG 190-7.			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 81-E (APPLICATION FOR INDIVIDUAL-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. Applicant's relationship to the sponsor (Not applicable for Personal Hire Applicant)
13. Access requirements:
 - 13a. Input requested access area (EX. Humphreys, Osan, 8A-Wide, etc).
 - BCH9.** Request for USFK or 8A - wide Access require approval from the USFK Chief of Staff (CoS) or 8A Commander/Delegated Authority. Request for this type of access will be forwarded through the USFK Provost Marshal Office, Security Division (FKPM-S), for processing and submission to the Approving Authority
 - 13.b.c. Input FPCON and HPCON levels
 - 13.d. ESCORT PRIVILEGE. Limited to Non-DoD Family Member and Civilian Retiree Family Member only.
 - 13.e.f. Input requested access hours and days
14. Sponsor Information (Provide all required information)
15. JUSTIFICATION. State all relevant information to justify installation pass request based on the type of pass being requested
(Include photocopy of KID card or passport photo page)
16. **SPONSOR MUST READ and SIGN STATEMENT OF UNDERSTANDING**

SECTION II - PASS & ID Office or PMO will:

- 17.a.b. & c. Must have local law enforcement, KNP and NCIC checks completed prior to issuance of the pass, as applicable
18. If derogatory information is found, provide the detail to the approving official to assist in determining approval/disapproval or continued installation access privilege
19. 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
20. Annotate pass expiration date here when the pass is issued.

SECTION III - APPROVING AUTHORITY will:

Indicate **APPROVE OR DISAPPROVE** and sign USFK Form 81-E