APPLICATION FOR INDIVIDUAL-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 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 REQUIREMENTS **(If USFK or 8A-wide, special processing is 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. ACCESS HOURS	13.f. ACCESS DAYS

14. SPONSOR INFORMATION

14.a. SPONSOR (FULL NAME/RANK or GRADE)	14.b. SPONSOR FULL SSN or 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. VHIC 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 of 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

	Requested	Completed
17.a. USFK Law Enforcement Check	_____	_____
17.b. KNP Criminal History Check	_____	_____
17.c. NCIC Check	_____	_____

18. DEROGATORY INFORMATION ☐ YES ☐ NO

(If Yes) Date Provided to Approval Authority _____

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

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 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 81 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).

NOTE: 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:

17a.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.