

Standard Guest Access for USAG Humphreys

USFK Regulation 190-7

There are two primary ways to get guests onto Camp Humphreys:

- **96 Hour Temporary Guest Pass**
- **Application for Individual-Sponsored Access Pass (USFK Form 81-E)**

Review the uses and requirements listed below for each type of access to determine which will be best for your situation.

<p align="center"><u>96 Hour Guest Pass</u> (1-to-4-day temp. access)</p>	<p align="center"><u>USFK Form 81-E Application</u> (extended stay with family)</p>
<ul style="list-style-type: none"> • Sponsors will bring their guest to the Adams, Yoon, or Pedestrian Visitor Control Center (VCC). • Sponsors will provide their SOFA I.D. and their guest's I.D. to VCC personnel (<i>see below for acceptable forms of I.D.</i>) • Once a guest is processed, a 96-hour pass will be issued to the Sponsor. The guest I.D. will be retained at the VCC until signed out. • <u>All guests must be signed out prior to the end of the 96 hours.</u> • Sponsors will be with their guest at all times. Guests found without their Sponsor will be considered as trespassing, and Military Police will be notified. <p align="center"><u>SPECIAL NOTES</u></p> <ul style="list-style-type: none"> • Sponsors must have escort authority to sign guests on post. The ratio for Sponsors vs. guests is <u>one Sponsor to four guests</u>. • Children count as guests against the Sponsor's escorted amount. 	<ul style="list-style-type: none"> • A USFK Sponsor obtains and fills out a USFK Form 81-E. <ul style="list-style-type: none"> • Complete identification numbers must be used on the access request for background check purposes. <ul style="list-style-type: none"> • American Citizens: FULL SSN • Korean Citizens: FULL KID • Foreign Nationals: FULL PASSPORT NUMBER • Attach a photocopy of the guest passport to the form. • Turn the form (with passport copy) into the Pass and I.D. Office at Maude Hall, building 6400, room G-101. • Allow up to 30 days for the request to be processed. After the request is approved, Pass and I.D. personnel will contact the sponsor for further processing.



USFK Form 81-E

Acceptable Forms of I.D.

Non-Korean Citizens:	Passport/ROK Resident Alien Cards/ROK Alien Registration Card
Korean Citizens (18 years and older):	Korean Identification Card/ROK Driver's License/ROK Passport
Korean Citizens (12 to 17 years old):	School Pass/Korean Registration Certificate
Korean Citizens (11 years and younger):	No I.D. Required, but must be escorted by DoD I.D. Card Holder

Increased Escort Request (single event increased escort)

Special requests can be made for those who have more guests than authorized.
This allows every one sponsor to escort up to 10 guests.

- Sponsor will fill out the request memorandum.
- Ensure the purpose of escorting is listed on the memorandum.
- Memorandum must include the name, grade, SSN, organization, point of contact, and desired gate of access for all Sponsors that will escort guests.
- A separate page with the name, nationality, SSN/KID, vehicle model, vehicle plate, and insurance information of all guests must be included.
- **Allow 7-10 business days to process Increased Escort Requests. After the request is approved, the memorandum will be delivered to the Gate that was listed on the request.**



Increased Escort Memo Example

Designated Country Personnel

Requests that have individuals from Designated Country List must be approved by the USFK CoS.
THESE REQUESTS TAKE APPROXIMATELY 45 DAYS TO PROCESS. Specific information and rules on this type of request can be obtained at the Pass and I.D. Office at Maude Hall, building 6400, room G-101.

For more direct information on DCP Requests, see USFK Regulation 190-7.

Need Help?

(important contact information)

If you have additional questions, comments, concerns, or need further assistance, feel free to contact the USAG Humphreys Pass and I.D. Office.

Camp Humphreys Pass and I.D.
Building 6400, Room G-101
Maude Hall, Camp Humphreys
DSN: (315) 757-4000
HOURS: MON-FRI / 0900-1600

To view policy information, please scan the QR Code below:



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