DEPARTMENT OF THE ARMY
JOINT BASE LEWIS MCCHORD

REQUIRED FOREIGN NATIONAL VISITOR REQUEST CHECKLIST

SPONSOR MUST COMPLETELY FILL OUT BELOW CHECKLIST PRIOR TO TURNING IN
(30 days in advance of visit)
MUST BRING ALL OF THE REQUIRED DOCUMENTS TO THE VISITOR CENTER WHEN PROCESSING FOR THE VISITOR PASS. REFERENCE JBLM VISITOR WEBSITE FOR ADDITIONAL INFORMATION

Item Number	Item	Sponsor Initials
1	FNVR (Foreign National Visitor Request): Form dated 1 FEB 2026	
2	Command Endorsement (CO CDR)	
3	Command Endorsement (BN CDR)	
4	Housing Endorsement (if visitor will be staying multiple days on JBLM)	
5	Copy of sponsors CAC	
6	Copy of visitors Passport	
7	Other Documents situation dependent: -Visitor pass from Housing -Divorce Decree -Family Care Plan -In Loco Parentis Power of Attorney -Au Pair Request memo	
8	Screenshot / Email Receipt showing proof the form/request was submitted NLT 30 days before the visitors arrival	

- Security reserves the right to ask for further information from requester/sponsor to determine fitness of request
- The use of installation facilities such as the Post Exchange (PX), Commissary, Texas Roadhouse, and Gyms shall not be considered sufficient justification for the issuance of multi-day leave passes. One exception is for visitors assisting disabled or elderly ID card holders.
- All foreign visitors must be sponsored and escorted by a military member unless they are stationed at JBLM, supporting exercises, or training at JBLM.
- Post Chapel, Lewis Main Museum, McChord Field Air Museum visits will not last longer than 24 hours and visitors must be escorted by authorized personnel for the entirety of the visit.
- Golf Course passes for foreign visitors will not last longer than 24 hours and foreign visitors will be escorted at all times during the duration of the visit.
- Requests submitted less than 30 days prior (as outlined in the instructions) will require the Garrison Commander's approval.

Checklist Current as of 25 MAR 2026 (all others obsolete/invalid)

Privacy Act 1974 as Amended Applies – This Document May Contain Privacy Act Information Which Must Be Protected IAW DOD 5400.1 1R

JOINT BASE LEWIS MCCHORD

- If retired or disabled veteran, you can submit on your behalf without the CMD signatures.
- Upon completion, submit the entire request packet via email to the I Corps Visitor Request inbox at: usarmy.jblm.i-corps.list.foreign-visitor-request@army.mil

Foreign National Visitor Request

Information Listed Below is for Pass & ID Use Only

1. Sponsor Information (Rank/First Last):_____Date_____
2. Sponsor DoDID#: _____
3. Number of Foreign Visitors: _____
4. Date/Time of visit: _____
5. Length of visit: _____
6. Name of Escort: _____
7. If Sponsor is not escort, how is escort related to sponsor: _____
8. Vehicle description (Foreign Visitor will be using): _____
9. License Plate Number: _____
10. Foreign National Visitor Information:

    a. Green Card Holder: Y / N
    b. Dual Citizenship: Y / N If duel, what is citizenship other than US:
        1. Country #1: _____
        2. Country #2: _____
    c. Last Name: _____
    d. First Name: _____
    e. MI: _____
    f. DOB: _____
    g. SSN (or Nation equivalent): _____
    h. Citizenship: _____
    i. Gender: _____
    j. Race: _____
    k. Weight: _____ Height: _____
    l. Hair Color: _____ Eye Color: _____
    m. Employment: _____
    n. Home Address: _____
    o. Phone Number: _____
    p. Naturalization or Passport #: _____
    q. State ID or Driver's License (if applicable): _____
    r. Certification Number and Petition Number (if applicable): _____
    s. Alien Registration Number: _____
    t. Date of Entry into US: _____
    u. Port of Entry: _____

11. Justification of visit:

_____
_____
_____
_____
_____
_____
_____

12. Company/Flight Commander Endorsement:

    a. Printed Name: _____
    b. Unit: _____
    c. Phone Number: _____
    d. Signature: _____

13. Battalion/Squadron Commander Endorsement:
    a. Printed Name: _____
    b. Unit: _____
    c. Phone Number: _____
    d. Signature: _____

14. Housing Endorsement (if applicable)
    a. Printed Name: _____
    b. Unit: _____
    c. Phone Number: _____
    d. Signature: _____