INSTALLATION CONTRACTOR / VENDOR PASS REQUEST FORM

All requests for an Installation Pass must be endorsed by the Government Agent responsible for oversight of the Contract. Companies must be listed on the Contractor Authorization List (CAL) maintained by the Directorate of Emergency Services. VC staff will call the POC listed on the CAL to verify that requests being presented are valid.

TO BE COMPLETED BY VEHICLE REGISTRATION:

See Reverse for list of documents and information required to be provided when reporting to have a pass issued.

TO BE COMPLETED BY APPLICANT (write I	legibly and in Engl	<i>ish</i>):	
NAME:			
LAST	First	Middle	Suffix
Date of Birth:/ (Year – Month	– Day)		
Place of Birth:			
City Driver's License Number: (A person living and working in WA should generally have a WA DL.		Country (if not U Expiration Date:	,
Non-US Citizen Certification: Passport Number:	Co	untry:	
VISA Entry & Expiration Dates:		_	
Alien Registration Number (A#)		_	
APPLICANT SIGNATURE:			
TO BE COMPLETED BY EMPLOYER / CAL	POC (write legibly	and in English):	
Company/Organization Name:			
POC Name: POC T	Telephone Number:		
POC JBLM Location: Bldg. No	LM Location: Bldg. No Room No		
EMPLOYER POC SIGNATURE:			
LENGTH OF PASS REQUEST:	(No more than 90 days at a time)		
DAYS OF WEEK / HOURS ACCESS REQUIR	ED:		
TO BE COMPLETED BY GOVERNMENT AG	SENT (write legibly	and in English):	
Government POC Name:	POC Name: POC Telepl		
ORGANIZATION/AGENCY:	Pho	one #	
Contract #	Contract Base Expiration Date:		
GOVERNMENT POC SIGNATURE:			

NOTE: The Company POC is required to notify the Registration Office at Waller Hall if the recipient of the pass is no longer eligible to possess a pass. When possible the POC should retrieve the pass and return it to a Registration Office.

ACCEPTABLE IDENTITY VERIFICATION DOCUMENTS FOR PRESENTATION WITH WASHINGTON LICENSE OR WASHINGTON ID CARD

ANY ONE OF THE DOCUMENTS BELOW DOD CAC card	Employee ID Card issued by a federal, state or local government agency provided it contains a photograph		
DOD Uniformed Services Indentifiaction Privilege Card	and biometric information such as: Name, DOB,		
US PASSPORT/PASSPORT CARD	Gender, Height, Eye Color, and or/ Address.		
VA Issued Health Card	U.S. Coast Guard Merchant Mariner Card		
Permanent resident card or Alien Registration Receipt	Transportation Worker ID Card (TWIC) issued by DHS Native American tribal document		
card (INS Form I-551)			
Foreign passport w/ 1-551 stamp or temp 1-551 printed	U.S. Government Issued, authenticated Fed PIV		
notation on a machine readable immigration Visa	For personnel 17 and under, a school ID with a photograph		
Foreign passport w/ a current arrival-departure record or	U.S. Military or Draft Record containing name and DOB		
foreign passport with INS Form 1-94/I-94A matching the Passport	Washington State Enhanced Drivers License or Enhanced WA ID Washington State Commercial Drivers License or CDL		
and containing an endorsement of the nonimmigrant status,			
authorizes the alien to work for an employer in the USA.	US Refugee Travel Document I-327 and I-571 issued by		

NOTE:

- 1. ALL persons requesting a pass will be subject to security vetting. Vetting will include a criminal history background check
- 2. Persons who do not pass the security vetting will be denied access and provided with the process for submitting an appeal. The appeal process is governed by Army Directive 2014-05 and is non-Waiverable. The appeal process can take an extended period of time.
- 3. Visitor Center staff will contact a Company POC listed on the CAL to verify that the request for a pass is valid.
- 4. All information on the reverse side of this form must be completed. The completed form and the verification documents listed above are to be presented to Visitor Center Staff
- 5. Any conduct which is detrimental to the maintenance of good order and discipline on the Joint Base Lewis-McChord Military Installation may result in confiscation of the IAC, immediate removal from the installation, and the imposition of a BAR.
- 6. The Government Agent has overall responsibility for the conduct of the pass holder at all times while they are on the JBLM Military Reservation. While this does not include punitive liability, the Agent may be required to brief senior installation leaders regarding acts of employee misconduct.
- 7. Pass holders will confine themselves only to those areas related to issuance of the pass. Pass holders will not enter any marked, restricted and/or controlled areas. Specifically airfields, command headquarters, motor pools, military training facilities, military barracks, housing areas other than those where you are an invited guest, areas where military weapons are present, fire stations, and communications facilities Be prepared to identify yourself and the purpose of your presence on JBLM to military security personnel at all times.
- 8. Your signature on this document is consent to search your vehicle and packages at any time while on the installation.
- 9. Firearms and other personal weapons are prohibited except for specific sporting activities.
- 10. Any firearm brought onto JBLM property for a legitimate activity is required to be registered with the Provost Marshal
- 11. Concealed weapons permits are not valid on JBLM.