

# ROCK ISLAND ARSENAL ACCESS REQUEST FORM

**DES COMPLETE**

## Visitors are Welcome to RIA!

Time In \_\_\_\_\_ Date \_\_\_\_\_

Time Out \_\_\_\_\_ Length \_\_\_\_\_

Initials \_\_\_\_\_ ACCESS GRANTED \_\_\_\_\_ ACCESS DENIED \_\_\_\_\_

Purpose: The United States Army requires a criminal records check be conducted on all visitors not affiliated with the Department of Defense or US Government.

### SECTION I - PERSONAL INFORMATION

LAST FOUR OF SOCIAL SECURITY # \_\_\_\_\_

NAME (Last, First, Middle Name) \_\_\_\_\_

DATE OF BIRTH (Month/Day/Year) \_\_\_\_\_

U.S. CITIZEN Y  N

PHONE: \_\_\_\_\_ RACE \_\_\_\_\_ SEX M  F  PLACE OF BIRTH: \_\_\_\_\_

HOME ADDRESS/NUMBER AND STREET: \_\_\_\_\_ CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP CODE \_\_\_\_\_

### SECTION II - PURPOSE OF VISIT

#### OFFICIAL/COMMERICAL BUSINESS:

#### RECREATIONAL VISIT

- |  |   |   |  |  |
|--|---|---|--|--|
| <input type="checkbox"/> ARMY CORPS OF ENGINEERS | <input type="checkbox"/> COMMISSARY/PX  | <input type="checkbox"/> CONTRACTING                | <input type="checkbox"/> CEMETERY            | <input type="checkbox"/> HISTORIC SITES            |
| <input type="checkbox"/> ASC                     | <input type="checkbox"/> CREDIT UNION   | <input type="checkbox"/> DELIVERY/PICK-UP           | <input type="checkbox"/> COL DAVENPORT HOUSE | <input type="checkbox"/> LOCK & DAM VISITOR CENTER |
| <input type="checkbox"/> FIRST ARMY              | <input type="checkbox"/> FISHING        | <input type="checkbox"/> FAMILY HOUSING             | <input type="checkbox"/> QUARTERS 1          | <input type="checkbox"/> MUSEUM                    |
| <input type="checkbox"/> JMC                     | <input type="checkbox"/> GYM            | <input type="checkbox"/> NEW HIRE                   | <input type="checkbox"/> ARSENAL ATTIC       | <input type="checkbox"/> MWR EVENT                 |
| <input type="checkbox"/> JMTC                    | <input type="checkbox"/> RESERVE CENTER | <input type="checkbox"/> RIDESHARE (IE: UBER, TAXI) |  |  |

OTHER:

### SECTION III (For Official/Commercial Business Only)

GOVERNMENT CONTACT NAME: \_\_\_\_\_ PHONE: \_\_\_\_\_

COMPANY NAME: \_\_\_\_\_ PHONE: \_\_\_\_\_

### SECTION IV PRIVACY ACT STATEMENT

I HEREBY CONSENT TO THE RELEASE OF MY CRIMINAL HISTORY RECORDS.

I **Authorize** a representative of the Rock Island Arsenal, Directorate of Emergency Services (DES) to conduct my background check, to obtain any information relating to my criminal history record. I authorize the Rock Island Arsenal DES, conducting my investigation to disclose the record of my background investigation to the official responsible for making a determination of suitability or eligibility for access to Rock Island Arsenal. I understand that the information released by records custodians and sources of information is for OFFICIAL USE ONLY by the Rock Island Arsenal for the purposes stated and that it may be re-disclosed by the government only as authorized by law. I further understand that with the signing of this form I authorize additional background checks as may be needed by representatives of the Rock Island Arsenal for continuing access to the installation.

My information on this form is true, complete, and correct to the best of my knowledge.

SIGNATURE OF APPLICANT \_\_\_\_\_ DATE: \_\_\_\_\_

This form must be completed and brought with you in person or it can be submitted to the Visitor Control Center via email: [usarmy.ria.imcom.mbx-usag-access-request.mil](mailto:usarmy.ria.imcom.mbx-usag-access-request.mil) from a (.mil) address.

Visitor Control Center  
23 Prospect Dr.  
Moline, IL  
(Outside Moline Gate)  
Rock Island Arsenal

FAX: 309-782-5029  
Phone: 309-782-1337  
Email: [usarmy.ria.imcom.mbx.usag-access-request@mail.mil](mailto:usarmy.ria.imcom.mbx.usag-access-request@mail.mil)

**Bring this form in person with you.**

**SECTION V (To be completed by DES Personnel)**

APPEAL  
PACKET GIVEN Y  N

\_\_\_\_\_   
Print Last Name/Badge #

\_\_\_\_\_   
Date

REASON APPEAL  
PACKET NOT GIVEN

**ACCEPTABLE FORMS OF IDENTIFICATION**

- State Issued Driver's License
- State issued Identification Card
- United States Passport
- United States Passport Card
- Veteran Health Identification Card (VHIC) W/Service Connected

**NOTE:**

1. If operating a vehicle you must have a valid driver's license, current registration, and proof of valid insurance while on Rock Island Arsenal.
2. All personnel requesting access will be subject to Vetting, a records check through the National Crime Information Center (NCIC) Interstate Identification Index (III) is the minimum baseline background check for entrance onto Army installations for non-CAC holders to include entrance of Visitors and Contractors.
3. Persons who do not pass the security vetting will be denied access and may request the process for submitting a denial waiver. The denial wavier process is governed by Army Directive 2014-05 and is non-waiverable. The appeal process can take an extended period of time.
4. Visitor Center staff may contact their Government POC to verify that access is still required.
5. All information on the access request form must be completed. The completed form and a verification document listed above are to be presented to staff.
6. Any conduct which is detrimental to the maintenance of good order and discipline on the Rock Island Arsenal may result in confiscation of the visitor pass/badge, immediate removal from the installation, and the possibility of being barred from the Installation.
7. The Government POC/sponsor has overall responsibility for the conduct of the pass holder at all times while they are on the Installation. While this does not include punitive liability, the Agent may be required to brief senior installation leaders regarding acts of employee misconduct.
8. Pass holders will confine themselves only to those Areas and Hours related to issuance.
9. Pass holders will not enter any marked, restricted and/or controlled areas unless specifically authorized to. Be prepared to identify yourself and the purpose of your presence on to police or security personnel at all times.
10. All persons, their possessions, and vehicles are liable to search upon entry into and exit from Rock Island Arsenal and while within the boundaries of the military reservation.
11. Firearms, concealed weapons, and other personal weapons are prohibited.