

## FAMILY AND FRIENDS WHO ARE US CITIZENS OR PERMANENT RESIDENTS:

### Online Pass (<https://pass.aie.army.mil>)

- Processed during Visitor Control Center (VCC) operating hours:  
Mon-Fri: 5 a.m. - 9 p.m., Sat/Sun/Federal Holidays: 8 a.m. - 4 p.m.
- May be applied for up to 14 days in advance of visit.
- May request a 1-day, 3-day or 7-day pass, which is renewable upon expiration.
- Must possess a Real ID Act Compliant driver license or ID (has a star). \*Cannot state **Limited Term** or **Limited Visitor** on license or ID.

### Pre-coordination for visits of Friends and Family's traveling to Fort Riley

All visits scheduled outside of normal duty hours (weekends, evenings, and holidays), which may require special assistance, should be coordinated in advance with the DES Access Control Office. Coordination can be started by emailing the Access Control Office at [usarmy.riley.id-readiness.mbx.visitor-control-center@army.mil](mailto:usarmy.riley.id-readiness.mbx.visitor-control-center@army.mil) or coming to the VCC.

### After Hour Access

24-hour access passes may be issued upon successful vetting at Henry ACP when the VCC is closed. In circumstances where passes cannot be issued and additional checks are required during after hour operations, Family and Friends will be denied until the next business day. Those Family and Friends must report to the VCC during operational hours to complete vetting to meet access requirements.

**Know before you go!** If you have any questions to ensure a smooth visit, contact us at [usarmy.riley.id-readiness.mbx.visitor-control-center@army.mil](mailto:usarmy.riley.id-readiness.mbx.visitor-control-center@army.mil).



## FAMILY AND FRIENDS WHO ARE NOT US CITIZENS OR VISITING FAMILY MEMBERS FROM A FOREIGN COUNTRY:

- Obtain Fort Riley Form 103, available on the Fort Riley Website ([https://home.army.mil/riley/download\\_file/view/303/275](https://home.army.mil/riley/download_file/view/303/275)), and work with Chain of Command to obtain the necessary approvals.
- Submit completed Fort Riley Form 103 to Visitor Control Center via email ([usarmy.riley.id-readiness.mbx.visitor-control-center@army.mil](mailto:usarmy.riley.id-readiness.mbx.visitor-control-center@army.mil)), or in person at least 5 working days in advance to the arrival of your family or friends.
- Fort Riley Form 103 cannot be processed on weekends and holidays. Non-Citizen and foreign visitor access will not be granted/approved without a completed Fort Riley Form 103.
- Due to require security checks, foreign nationals are required to be processed at the Visitor Control Center during duty hours.
- After hour access for foreign nationals is not authorized.

