

## Foreign National Visitors (Non-US Citizen)

The below information is provided for Non-US Citizen visitors requesting escorted access to Fort Leonard Wood.

Non-US citizen(s) must have an authorized Department of Defense (DoD) sponsor/Point of Contact (POC) that will validate an access request.

Individuals requesting access must contact the DoD organization (for graduation events the service member's unit representative) for POC contact information. DoD sponsor/POC email contact information will be provided by the service member's unit representative.

The information requested below must be submitted via email to their DoD sponsor/POC for validation. Once the DoD sponsor/POC validates the request they will forward the requestor's information via email to the Visitor Control Center (VCC) ([usarmy.leonardwood.usag.mbx.desvisctr@mail.mil](mailto:usarmy.leonardwood.usag.mbx.desvisctr@mail.mil)) for background screening and Immigration and Customs Enforcement (ICE) processing.

After processing is complete an email response is sent to the DoD sponsor/POC via VCC email informing them of approved or denied applications and if approved when the requesting person may stop by to pick up their pass (beginning date of visit). This information is relayed to the requestor by their DoD sponsor/POC.

Pass requests should be submitted at a minimum of 10 working days prior to the date access to Fort Leonard Wood is planned to allow for processing requirements.

Information required when completing a Foreign National (FN) pass request:

Point of Contact's name and (.mil) email address (DoD sponsor/POC unit representative)

FN requestor's email address

FN requestor's Passport & Visa number and country of origin

Beginning date of visit

Ending date of visit

FN Last name

FN First name

FN Middle name

FN Date of Birth

FN Color of hair

FN Color of Eyes

Point of Contact's organization (graduating unit or DoD organization)

FN Visitor(s) will bring Passport and Visa with them to the Visitor Center for issue of a pass prior to entering the installation. Guidance on escorted access to Fort Leonard Wood is provided by the VCC when the pass is issued.

Questions or comments regarding the status of a pass request should be addressed to the DoD sponsor/Point of Contact.

Graduating unit representatives may contact the VCC at 573-596-0590 for questions or visitor's application status.