

Offutt AFB - Visitor Pass Request Form

CUI

When filled in, this Visitor Pass Request Form contains personally identifiable information (PII) which must be treated as “CONTROLLED UNCLASSIFIED INFORMATION” (CUI) and protected under the Freedom of Information Act (5 U.S.C. 552) and/or the Privacy Act of 1974 (5 U.S.C. 552a). Unauthorized disclosure or misuse of this PII may result in disciplinary action, criminal and/or civil penalties. Further distribution is prohibited without the approval of the author/originator of this information unless the recipient has a need to perform official duties. **CONTROLLED BY:** 55SFS/S5P/CUI CATEGORY: PRVCY/DISTRIBUTION/DISSEMINATION CONTROL: FEDCON / POC: Chief of Pass and Registration (402) 232-7339 / 294-7551.
 Sponsor's digital signature constitutes an agreement to utilize visitor PII for visitor vetting and base access suitability determination purposes.

Purpose for visit:

Base Sponsor's Name & Phone#:
Base Sponsor's Organization:
Base Sponsor's DoD ID#:
Request Date:

Sponsor's Digital Signature:

Visit Dates: (MMDDYYYY - MMDDYYYY)	Timeframe: (00:00 - 00:00)
---	-----------------------------------

Last Name, First Name, MI	DOB (YYYYMMDD)	SSN	Driver's License or Passport Number	State Issued	Sex (M/F)	Country of Citizenship

Instructions: Complete all information above in the exact format specified. Sponsor must digitally sign the form and from their official government e-mail, send a signed and encrypted e-mail to **55SFS.EAL@us.af.mil** Note: Requests that do not comply with these instructions will be deleted without opening. *Requests must be sent no less than three (3) duty days prior to the desired visit.* If granted, the VCC staff will coordinate an appointment at the VCC for initial DBIDS enrollment (biometrics capture). Once a visitor is enrolled in DBIDS, subsequent visits do not require biometrics capture each time. The VCC staff will deliver passes or coordinate for pick up. Visitor requests for foreign nationals (non-U.S. citizens) require 55 WG/IP, Foreign Disclosure Office approval first before coordination with the VCC. 55 WG/IP may be reached by phone at (402) 294-1239 to start this process.

CUI