



DEPARTMENT OF THE AIR FORCE
87TH AIR BASE WING (AMC)
JOINT BASE MCGUIRE-LAKEHURST-DIX

Date: _____

MEMORANDUM FOR 87 SFS/ WELCOME CENTER

FROM: _____

SUBJECT: Special Event Request Form

1. I am requesting the following individuals be allowed access onto Joint Base McGuire-Dix-Lakehurst (JB MDL) for the purpose of attending _____ (function) at _____ (location). The function will begin at _____ (time) on _____ (date) and end at _____ (time) on _____ (date).

2. I am a member of or I am affiliated with the _____ (Unit/Squadron) at ext _____. My home address is _____. My home phone is _____ and my cell phone is _____. I understand that I am responsible for my guest while they are on this installation.

3. All personnel, 18 years of age or older, must complete the information below. Failure to provide this complete data or providing inaccurate data will result in being denied access to JB MDL.

4. All information must be provided as a **typed or computer generated product**. Pen or ink changes to an individual's information are not authorized and will make the entire form invalid.

PRIVACY ACT STATEMENT

AUTHORITY: 5 U.S.C. 301.10 U.S.C. 8012 and 8034, and EO 9397.

PRINCIPAL PURPOSE: To verify individual status and conduct any background checks to determine if access to Joint Base McGuire-Dix-Lakehurst (JB MDL) is warranted. ROUTINE USE: All information will be maintained in a central Security Forces database and may be disclosed to public affairs and security representatives to carry out official duties. Information will not be considered "Public Domain" and will be safeguarded by the end users. DISCLOSURE: Information collected on this form and your signature are voluntary. If you have no objection to these procedures fill out the form and sign your name. Failure to provide the requested information or a signature may lead to denial of access and privileges at JB MDL.

LAST NAME	FIRST NAME	MIDDLE	DATE OF BIRTH (YYYYMMDD)	SSN

Signature

First M Last, Rank, Service

Title, Organization

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SPONSOR WILL INITIAL AFTER THE STATEMENTS BELOW
ACKNOWLEDGING THEIR RESPONSIBILITIES:

1. Passes will not be issued to visitors on this list. However, personnel not listed on this form will not be allowed entry until the sponsor or designated individual reports in person and physically sponsors the individual onto the installation – a pass will then be issued to the individual who was not on this access request.
2. Sponsor will advise all guests of base entry procedures and limitations while on base to include required health precautions, speed limits, cell phone use, and use of base facilities.
3. Sponsor will advise all guests of base entry procedures and limitations while on base to include required health precautions, speed limits, cell phone use, and use of base facilities.
4. Sponsor understands they are responsible for the conduct of all guests and will be held accountable for all actions of their guests.
5. Sponsor is the point of contact for any police actions concerning their guests.
6. Sponsor acknowledges that anyone named on the attached guest list that comes up with positive results on a criminal check or has been barred from a military installation will be denied entry even if this letter is approved. The sponsor will be notified of the results of these checks.

SPONSOR INITIALS _____

PLEASE NOTE THE FOLLOWING:

1. Access requests must be delivered to Bldg 3021 (McGuire Gate WelcomeCenter) NLT 72 hours in advance. If more than 100 visitors, the request must be delivered five days in advance. Please deliver requests by one of the following methods:
 - E-mail to 87SFS.WelcomeCenter.EAL@us.af.mil
 - Hand deliver to Bldg 3021 / McGuire Welcome Center for McGuire/Dix events
 - Hand deliver to Bldg 620 / Lakehurst Welcome Center for Lakehurst events
 - Fax to (609)754-3854
2. Forms must be printed/typed on unit letterhead or bond paper. Pen and ink changes other than deletions are not authorized. Handwritten requests are not authorized.
3. Joint Base Special Event Coordinator will authenticate and provide a copy of the EAL to all appropriate gates.

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