



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.



**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 2270 (FT DIX Gate WelcomeCenter) **NLT 3 business day's in advance.** If more than 100 visitors, the request must be delivered **5 business days in advance.** Please deliver requests by one of the following methods:
  - E-mail to [87SFS.WelcomeCenter.EAL@us.af.mil](mailto:87SFS.WelcomeCenter.EAL@us.af.mil)
  - Hand deliver to Bldg 2270 / Fort Dix Welcome Center for McGuire/Dix events
  - Hand deliver to Bldg 620 / Lakehurst Welcome Center for Lakehurst events
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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# Special Event Instructions

- All requests must be submitted **NLT 3 business days prior to the event.**
- For events with 100 guests or more, please submit the request NLT 5 business days prior and must have 87 ABW/CC approval
- Sponsor must be a CAC holder and digitally sign with DOD number included.
- All date of births must be included on the template.
- **SSN IS REQUIRED.** If guests are unwilling to provide SSNs, they will be instructed to go to the visitor's center to get a pass. They will be required to provide their SSN in person. If they refuse, they will be denied access to the installation.
- Ensure time, date, and location is provided on the template.
- All guests are required to have a **valid driver's license, state ID, or passport.**
- **Alphabetical order is recommended.**
- Guests 18 and older must be submitted on the request form and must have valid identification. Guests under the age of 18 do not need to be on the list as long as they are accompanied by a parent/guardian who is on the list.
- Any **non-US citizen** are required to notify the Foreign Disclosure Office (FDO) [87abw.xp.fdo@us.af.mil](mailto:87abw.xp.fdo@us.af.mil) for prior authorization.
- Once completed, submit the request to [87sfs.welcomecenter.EAL@us.af.mil](mailto:87sfs.welcomecenter.EAL@us.af.mil).
- (Must be submitted via .mil email or it will not reach distro email).
- This information is required so law enforcement screening can be accomplished for each and every person that you are sponsoring on to the installation.
- Unexpected arrivals that may not be indicated on your request will not be allowed entry and will require alternative authorization to enter the base via Joint Base MDL Welcome Centers.
- As the sponsor, you are responsible for all individuals on this request and their actions after they enter the installation.
- The Security Forces Commander may cancel entry authority for this event at any time if Force Protection Conditions increase or a specific threat is perceived that could put the event attendees in danger.
- Please remember that Joint Base MDL is first and foremost a military installation. As such, the security and safety of this base and personnel is priority 1.

- If you have any questions, do not hesitate to call Ft Dix Welcome Center to speak with a clerk at (609) 562-6603 or the Joint Base MDL Welcome Center Supervisor at (609) 562-6601.