

UNOFFICIAL FOREIGN VISITOR (FV) ACCESS REQUEST FORM INSTRUCTIONS

Step 1: Retrieve the JB MDL FV 1802 Form Version 4 (Unofficial Foreign Visitor Access Request Form) from the JBMDL website or provide your military email so it can be sent directly.

Step 2: Complete ALL sections of the form, to include the sponsor's and supervisor's digital signatures.

Step 3: Attach a photocopy of the Passport information page to the request for each visitor.

Step 4: Once completed, save the document with the Standardized Title of the "FV's Last name, First Name MI; Country _ visiting dates" ie- Smith, John I; Germany_10-20 July 2025. Submit the request to 87sfs.welcomecenter.EAL@us.af.mil using the Standardized Subject Title "Unofficial FV Request: FV's Last name, First Name MI; Country visiting dates" (**Emails will be rejected if they do not follow the standardized layout**) **Note: Utilize DOD SAFE if you're not on the Air Force Network as the Firewalls do not allow all emails to go through**

Step 5: Once the Request Form is received, the form will be processed to determine whether the visit can be supported. This includes background checks completed by both the Welcome Center and OSI. If/when the background check comes back with no findings, the Welcome Center will reply/forward the decision to the sponsor, who will then escort the FV's to retrieve their passes, or if they must find alternative accommodations off the installation.

- All FV's must have a valid justification for the request to be approved. For example, visiting the base to shop is an invalid reason. If the justifications are NOT Valid, requests will be DENIED.
- All requests must be submitted at least **10 business days prior to visitors' arrival**.
- Sponsors must be a CAC holder, or Retiree and digitally sign with DOD number included.
- All FV's must present their unaltered **passport** when retrieving their passes.
- All FV's, regardless of their age, must be processed in the same manner.
- FV's MUST always be with their Sponsor when on the installation, unless special permissions have been granted by the Base Commander prior to their visit.
- If the sponsor does not live on the installation a pass MUST be retrieved before entry for every visit onto the installation.
- The sponsor is responsible for all individuals included in their request, and their actions on the installation.
- Sponsors can be charged under Article 107, "False Official Statements" if member signs an official document knowing it to be false or purposely leaving information out.
- 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 the Commanders primary priority.

If there are any questions, or concerns, do not hesitate to contact Ft Dix Welcome Center to speak with a representative at (609) 562-6603 or the Joint Base MDL Welcome Center Supervisor at (609) 562-6601