APPLICATION FOR INSTALLATION ACCESS
(FOR U.S. CITIZEN APPLICANTS ONLY)

DATA REQUIRED BY THE PRIVACY ACT OF 1974

AUTHORITY: Public Law 110-181, The 2008 National Defense Authorization Act, Section 109.
PRINCIPAL PURPOSE: Provide necessary information to determine if applicant meets the installation access requirements in accordance with the U.S. Army Garrison, Presidio of Monterey Command Policy # 17, Installation Access Procedures for Visitors. Use of Date of Birth, Driver's License number and Social Security Number (SSN) are necessary for positive identification of the applicant in the Department of Justice database. Use of SSN includes the full 9-digit or the last 4-digit only.
ROUTINE USE: National Crime Information Center Interstate Identification Index (NCIC III) criminal history check using the Department of Defense database.
DISCLOSURE IS VOLUNTARY: Disclosure of SSN and other information is voluntary. However, applicant's failure to provide full name, Date of Birth, Driver's License number, and SSN will result in a delay or denial of installation access. Sponsor's failure to provide Date of Birth and SSN when requesting a Defense Biometric Identification Data System (DBIDS) card for an applicant will result in denial of DBIDS card issue.

Information collected in this form is FOR OFFICIAL USE ONLY. Sponsors will collect the required applicant information individually and not provide applicant access to each other's protected personal information. Once completed, if submitted via email using government computer, this application must be sent encrypted to the shared access email address: usarmy.pom.106-sig-bde.list.pres-installationaccess@army.mil. If using personal email, ensure that the security of your email system is adequate for sending sensitive information before choosing to transmit as this contains Personally Identifiable Information.

SECTION I. SPONSOR'S INFORMATION

(To be completed by the sponsor requesting personnel listed below for inclusion to the Installation Access Roster to permit entry to the U.S. Army, Presidio of Monterey, California. Sponsor will be responsible for all actions of their guests while on the installation).

a. SPONSOR'S LAST NAME, FIRST NAME, MIDDLE INITIAL	b. SPONSOR'S WORK PHONE (Area Code and Number)
c. SPONSOR'S ORGANIZATION	
d. DATE OF BIRTH (MM/DD/YYYY)	e. CONTRACT EXPIRATION DATE (CONTRACTORS ONLY)

f. TYPE OF REQUEST (Select one only)

- ☐ DBIDS CARD — ***Enter Sponsor's Full SSN. This is required to verify enrollment in the Defense Enrollment Eligibility Reporting System (DEERS)***
- ☐ ACCESS ROSTER ☐ INITIAL REQUEST ☐ RENEWAL

g. PURPOSE OF VISIT (Please provide details in the space provided below) ☐ Mission Requirement ☐ Other

SIGNATURE		**DATE**	

SECTION II. INFORMATION ON U.S. CITIZEN APPLICANT(S)

1. LAST NAME, FIRST NAME, MIDDLE INITIAL | **SSN (Last 4- digit only). Verification required in California Law Enforcement Telecommunication System.**

DRIVER'S LICENSE NUMBER | ISSUING STATE | DATE OF BIRTH (MM/DD/YYYY)

DATE OF REQUESTED ACCESS (MM/DD/YYYY) — **FROM** ____ **TO** ____ | **TIME OF REQUESTED ACCESS** — **FROM** ____ **TO** ____

DAYS REQUESTED ACCESS ☐ MONDAY ☐ TUESDAY ☐ WEDNESDAY ☐ THURSDAY ☐ FRIDAY ☐ SATURDAY ☐ SUNDAY

2. LAST NAME, FIRST NAME, MIDDLE INITIAL | **SSN (Last 4- digit only). Verification required in California Law Enforcement Telecommunication System.**

DRIVER'S LICENSE NUMBER | ISSUING STATE | DATE OF BIRTH (MM/DD/YYYY)

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DAYS REQUESTED ACCESS ☐ MONDAY ☐ TUESDAY ☐ WEDNESDAY ☐ THURSDAY ☐ FRIDAY ☐ SATURDAY ☐ SUNDAY

3. LAST NAME, FIRST NAME, MIDDLE INITIAL | **SSN (Last 4- digit only). Verification required in California Law Enforcement Telecommunication System.**

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DAYS REQUESTED ACCESS ☐ MONDAY ☐ TUESDAY ☐ WEDNESDAY ☐ THURSDAY ☐ FRIDAY ☐ SATURDAY ☐ SUNDAY

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SECTION II. INFORMATION ON U.S. CITIZEN APPLICANT(S) (Continuation page)

4. LAST NAME, FIRST NAME, MIDDLE INITIAL

SSN (Last 4- digit only). Verification required in California Law Enforcement Telecommunication System.

DRIVER'S LICENSE NUMBER | ISSUING STATE | DATE OF BIRTH (MM/DD/YYYY)

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FROM ☐ **TO** ☐

TIME OF REQUESTED ACCESS

FROM ☐ **TO** ☐

DAYS REQUESTED ACCESS ☐ MONDAY ☐ TUESDAY ☐ WEDNESDAY ☐ THURSDAY ☐ FRIDAY ☐ SATURDAY ☐ SUNDAY

5. LAST NAME, FIRST NAME, MIDDLE INITIAL

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DRIVER'S LICENSE NUMBER | ISSUING STATE | DATE OF BIRTH (MM/DD/YYYY)

DATE OF REQUESTED ACCESS (MM/DD/YYYY)

FROM ☐ **TO** ☐

TIME OF REQUESTED ACCESS

FROM ☐ **TO** ☐

DAYS REQUESTED ACCESS ☐ MONDAY ☐ TUESDAY ☐ WEDNESDAY ☐ THURSDAY ☐ FRIDAY ☐ SATURDAY ☐ SUNDAY

6. LAST NAME, FIRST NAME, MIDDLE INITIAL

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DRIVER'S LICENSE NUMBER | ISSUING STATE | DATE OF BIRTH (MM/DD/YYYY)

DATE OF REQUESTED ACCESS (MM/DD/YYYY)

FROM ☐ **TO** ☐

TIME OF REQUESTED ACCESS

FROM ☐ **TO** ☐

DAYS REQUESTED ACCESS ☐ MONDAY ☐ TUESDAY ☐ WEDNESDAY ☐ THURSDAY ☐ FRIDAY ☐ SATURDAY ☐ SUNDAY

7. LAST NAME, FIRST NAME, MIDDLE INITIAL

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DRIVER'S LICENSE NUMBER | ISSUING STATE | DATE OF BIRTH (MM/DD/YYYY)

DATE OF REQUESTED ACCESS (MM/DD/YYYY)

FROM ☐ **TO** ☐

TIME OF REQUESTED ACCESS

FROM ☐ **TO** ☐

DAYS REQUESTED ACCESS ☐ MONDAY ☐ TUESDAY ☐ WEDNESDAY ☐ THURSDAY ☐ FRIDAY ☐ SATURDAY ☐ SUNDAY

8. LAST NAME, FIRST NAME, MIDDLE INITIAL

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DRIVER'S LICENSE NUMBER | ISSUING STATE | DATE OF BIRTH (MM/DD/YYYY)

DATE OF REQUESTED ACCESS (MM/DD/YYYY)

FROM ☐ **TO** ☐

TIME OF REQUESTED ACCESS

FROM ☐ **TO** ☐

DAYS REQUESTED ACCESS ☐ MONDAY ☐ TUESDAY ☐ WEDNESDAY ☐ THURSDAY ☐ FRIDAY ☐ SATURDAY ☐ SUNDAY

FOR LAW ENFORCEMENT USE ONLY

DATE NCIC III CONDUCTED

DISQUALIFYING FACTORS

☐ **YES** ☐ **NO**

FOR APPROVING AUTHORITY USE ONLY

☐ APPROVED ☐ DISAPPROVED	PRINTED NAME	SIGNATURE	DATE