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

MEMORANDUM FOR 87 SFS/WELCOME CENTER

FROM:

SUBJECT: Contractor Request Form

1. Request entry for the following individual(s) allowing access onto Joint Base MDL for the purpose of

If sponsorship privileges are needed type **Yes** or **No**: Not all personnel will be granted permissions. NCOIC or Welcome Center Supervisors can deny an individual if deemed they do not meet the proper criteria.

2. I work in building_____and can be reached at _____.

3. The visitor will be going to or state purpose for card/pass rights _____.

4. Dates Access required: Start Date_____ End Date:_____ .

NAME (Last, First Middle Initial)	COMPANY NAME	Date of Birth	FULL SSN	Days of week access required	Time's access required example: 0900-2100	Sponsorship Privileges Yes or No

5. Please direct any questions regarding this matter to the member stated below.

_____
Signature and DOD ID Number

_____
First Mi Last, Rank, Service

Contractor Signature

_____
Title, Organization

PRIVY 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 REQUIRED TO INITIAL BELOW ACKNOWLEDGING THEIR RESPONSIBILITIES

1. 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.

2. Sponsor understands they are responsible for the conduct of all guests and will be held accountable for all actions of their guests.

3. Sponsor is the point of contact for any police actions concerning their guests.

4. Sponsor acknowledges that anyone named on the attached form that has disqualifying factors on a criminal check or has been barred from a military installation will be denied entry. The sponsor will be notified of the results of these checks.

SPONSORS INITIALS: _____