



DEPARTMENT OF THE AIR FORCE
AIR FORCE RESERVE COMMAND

PRIVACY ACT INFORMATION: THIS FORM IS SUBJECT TO THE PRIVACY ACT OF 1974

Date:

MEMORANDUM FOR 934 SFS/VISITOR CONTROL

FROM:

SUBJECT: VISITOR REQUEST

1. is requesting the following individuals be granted access to Bldg for
on , starting at hrs. and ending at hrs. All
persons on this request have consented to a background check as a condition of entry. Negative results will result in a
denial of entry. If more than eight (8) visitors, please use page two (2) of this form.

2. If any visitor(s) is not a US Citizen please call 612-713-1102 for further instructions. Vetting foreign nationals will take a
minimum of 72 hours to process.

Office Use
Only

	Full Name (Last, First, Full Middle)	DOB (mm/dd/0000)	DL Number (with dashes)	State	US Citizen (Yes/No)	CHC	CCW
1							
2							
3							
4							
5							
6							
7							
8							

3. The authorized sponsor is required to submit this completed and digitally signed form to the Visitor Control Center,
Bldg. 906 in person or via encrypted email at 934SFS.VCC.VisitorRequest@us.af.mil at least three business days prior to
the event/visit.

4. Once vetted, DBIDS passes will be issued to the visitor at Bldg 906 the day of the event. Visitors are restricted to
transit to and from the location of the activity. By signing this form, the sponsor acknowledges they are responsible for
the supervision of these visitors while they are on the installation.

5. If there are any questions or concerns,

(Email address),

(cell phone).

(Rank/name of the Sponsor) can be reached at

(work phone) or

[illegible]