



# Foreign Visitors

## Who is a Foreign National?

A 'foreign national' is any person who is not a U.S. citizen or a person who is not a naturalized citizen.

## Frequently Asked Questions

**Q.** Is a foreign national the same as an 'alien'?

**A.** Yes. The terms 'foreign national' and 'alien' are used interchangeably.

**Q.** Is a person with a U.S. 'green card' considered a foreign national?

**A.** Yes. Lawful permanent resident aliens, who have a resident alien registration card (INS Form 1-551), commonly known as a "green card," retain their foreign nationality and must be considered "foreign nationals".

**Q.** What about dual nationals?

**A.** A person who is a citizen of the U.S. and another country may be treated exclusively as a U.S. citizen when in the United States.

## Who can sponsor/escort a Foreign Visitor?

U.S. Military personnel, CAC holders, military retirees, and dependents are authorized to sponsor individuals onto an installation they are affiliated with/assigned to, however, NOT authorized to vouch for non-U.S. individuals. All foreign visitors must be identity proofed, vetted, and have a visitor pass to gain access to installations. Contractors, Civilian retirees and foreign nationals can NOT sponsor/escort a foreign visitor.

## Where do I find the 'Unescorted Access Request' Form

Visit <http://www.jbsa.mil>  
Search: Unescorted Access Request

## Identification Credentials

Foreign passport with a temporary (I-1551) stamp or temporary (I-1551) printed notation of a machine readable immigrant visa

- Permanent Resident Card/Alien Registration Receipt Card
- An employment authorization document that contains a photograph (Form I-766)
- A current/valid driver's license or identification card issued by the state or outlying possession of the United States
- Identification card issued by Federal, State, or local government agencies containing a photograph and biographic information

## Who can sponsor/escort a Foreign Visitor?

Regular component, CAC holders, military retirees, and dependents are authorized to sponsor individuals onto an installation they are affiliated with/assigned to, however, NOT authorized to vouch for non-U.S. individuals (non U.S. citizens/non U.S. permanent resident aliens). All foreign visitors must be identity proofed, vetted, and have a visitor pass to gain access to installations. Contractors, Civilian retirees and Foreign Nationals can NOT sponsor/escort a foreign visitor.

## Official Foreign Visitors

The following process outlines official foreign visitors, U.S. Citizens working for a foreign government assigned and/or visiting Joint Base San Antonio (JBSA).

The embassy of the visitor(s) country submits a Foreign Visitor Request (FVR) via the Foreign Visitors System (FVS).

The request is forwarded to the respected Military Branch of Service. The Service Foreign Disclosure Office forwards it to the sponsoring unit. The visit request must be approved by the unit commander. Once approved, the unit must provide a POC. If denied, request alternative dates for the visitor/visit, if possible.

Installation Foreign Disclosure Office (FDO) will receive the approved FVR from AETC/IAD for Air Force visits, and other Services Foreign Disclosure Offices such as, ARSOUTH, ARNORTH, USAMEDCOM, AMEDDC&S, IMCOM, NORTHCOM, etc.

Installation FDO will track all foreign visitors to the applicable location i.e., JBSA-Lackland, JBSA-Fort Sam Houston, JBSA-Randolph, JBSA-Camp Bullis.

Installation FDO will review the Foreign Visitors Request (FVR), Invitational Travel Order (ITO). The FDO will send an approval email to the respective Security Forces Squadron, Visitors Control Center.

Security Forces personnel will verify the visitor's orders, passport or visa and issue access credential/pass.



# Foreign Visitors

The following process outlines the procedures for foreign nationals access to installation at Joint Base San Antonio (JBSA).

## U.S. Serviceman Foreign National Family and Friends

The following process is for foreign friends and family visiting a service members (active duty or retirees), or joining a Service member (sponsor) to on installation activities at Joint Base San Antonio (JBSA).

The Service member (sponsor) will complete a Unescorted Access Request Form with the following information for each visitor: Dates of visit, base/facility to be visited, sponsor for visitors, sponsor's unit, purpose of visit, full name, date of birth, place of birth, passport number, and drivers license.

Information will be emailed to 502 ABW/XP3 (FDO) [usaf.jbsa.502-abw.mbx.foreign-request@mail.mil](mailto:usaf.jbsa.502-abw.mbx.foreign-request@mail.mil) **ten days** prior to visit. Once the background check is completed approval or denial will be forwarded to the requestor and the respective Security Forces Squadron, Visitors Control Center.

The sponsor and foreign friend or family member will be processed for access at the applicable Visitor Control Center (VCC). The visitor must bring his/her identification credentials to the VCC. Once the visitor has been properly proofed, an Installation Access Pass for the duration of their visit will be issued.

## Foreign National Contractor doing Business with a U.S. Government Agency

The following process is for foreign visitors representing a corporation doing business with a U. S. Government Agency on the installation. The Foreign Visitor is NOT representing their country government.

The Corporation (Contractor) will provide the following information for each visitor to the U.S. Government Agency: Dates of visit, base/facility to be visited, full name, company, date of birth, place of birth, passport number and drivers license.

The U.S. Government Agency will complete a Unescorted Access Request Form and submit to 502 ABW/XP3 (FDO) via email: [usaf.jbsa.502-abw.mbx.foreign-request@mail.mil](mailto:usaf.jbsa.502-abw.mbx.foreign-request@mail.mil) **ten days** prior to visit. Once the background check is completed approval or denial will be forwarded to the requestor and the respective Security Forces Squadron, Visitors Control Center.

The foreign visitors (contractor) will be processed for access at the applicable Visitor Control Center (VCC). The visitor must bring his/her identification credentials to the VCC. Once the visitor has been properly proofed, an Installation Access Pass for the duration of their visit will be issued.

## Foreign Nationals Family and Friends

The following process is for friends and family visiting a members of foreign national personnel assigned to Joint Base San Antonio (JBSA) under the following programs: Military Personnel Exchange Program (MPEP), Country Liaison Officer (CLO), Guest Instructor (GI).

The international MPEP, CLO, and/or GI personnel will notify their host organization no later than **15 duty days** prior to the visit and request a pass for the duration of the expected visit. The following information will be provided for each visitor: proposed dates of visit, base/facility to be visited, purpose of visit, visitor's name, date of birth, citizenship, place of birth, identification and/or country of origin passport number.

The international MPEP, CLO, or GI personnel unit will complete a Unescorted Access Request Form and submit to 502 ABW/XP3 (FDO) via email: [usaf.jbsa.502-abw.mbx.foreign-request@mail.mil](mailto:usaf.jbsa.502-abw.mbx.foreign-request@mail.mil) **ten days** prior to visit. Once the background check is completed approval or denial will be forwarded to the requestor (unit) and the respective Security Forces Squadron, Visitors Control Center.

Upon approval the foreign guest will visit the location Security Forces Visitor Control Center. The visitor must bring his/her identification credentials to the VCC. Once the visitor has been properly proofed, an Installation Access Pass for the duration of their visit will be issued.

502 Air Base Wing  
Foreign Disclosure Office  
(210) 466-3888

JBSA Ft Sam Houston VCC  
210-221-2650  
210-221-1902

JBSA Lackland VCC  
210-671-6174  
210-671-7251

JBSA Randolph VCC  
210-652-3939