



## JBSA-FSH Visitor Access Request Letter (VARL)

(For Non-DoD Personnel)



Trainee/Student Rank/Full Name	Class Number/Title	Visitation Date(s) Requested

**In preparation for you to have visitors attend your graduation, you will be required to provide information of all guests 18 years of age and older, for vetting purposes. Trainees/students must be registered in DBIDS prior to approval of this request.**

Requirements:

1. **DO NOT** request access for anyone:
  - a. Who has a valid DoD identification card (ie; CAC, Retiree, etc...). These individuals are required to register in DBIDS prior to access. This can be accomplished at any military installation in the JBSA area.
  - b. Under the age of 18 years. They may be escorted by an adult while on the installation.
  - c. With an outstanding warrant, on probation or parole, sex offender, or any other serious offense. These personnel will be **DENIED** access.
  
2. Please provide the following information for qualified guests:

	Name (Last, First, MI)	ID Type (DL, State, etc...)	Number, State	Date of Birth
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				

3. I understand it is my responsibility to ensure:
  - a. I mail approved access passes to my authorized guests in a timely manner.
  - b. All guests are notified of any changes in my training status that affects my graduation date.
  - c. I notify the Security Forces of graduation date or guest changes in a timely manner.
  - d. I advise all guests of the requirements to have a valid photo ID in possession at time of entry and while on the installation.

\_\_\_\_\_  
Trainee/Student Signature/Date

All requests must be submitted in person or via encrypted .mil email address to [usaf.jbsa.502-abw.list.502-sfs-fsh-visitor-control-center-owner@mail.mil](mailto:usaf.jbsa.502-abw.list.502-sfs-fsh-visitor-control-center-owner@mail.mil)

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