902d Security Forces Squadron
Installation Entry Authority List (EAL) Request

REQUEST MUST BE TURNED IN TO THE VISITOR CONTROL CENTER

NO LATER THAN 10 DAYS PRIOR TO THE EVENT

Sponsor Please Complete Below

Event Title:_____

EAL Start Date/Time: _____ **EAL Expiration Date/Time:** _____

Location of Event: _____

Sponsor Rank/Name/Unit/Last 4 SSN: _____

Sponsor's Duty Phone #: _____ **Contact # During Event:**_____

EAL REQUIREMENTS:

1. **The sponsor of the event must be an authorized ID card holder and registered in DBIDS for JBSA Randolph.** This form must be submitted by the sponsor, along with a typed guest list **(hand written lists will not be accepted).** The list must contain a minimum number of 6 people to be posted at the gate**.** Do not include Military/DOD ID Card holders on the list. List all non-military and non-DOD ID card holders, to **include any minor children**. Minors require full name and date of birth. Driver's license info is not required for minors.

2. **The guest list must contain the following information for each guest in attendance:**

   a. Name: (Last, First, MI) (**Or as shown on Driver's License/ State ID Card/Passport**)
   b. Date of Birth (MM/DD/YYYY)
   c. Driver's License # (or State Identification #) to include State of Issue, Passport # w/Country of Issue

3. **If a person does not submit a DL # or ID#, then they must come to the Visitor Control Center** (Main Gate if the Visitor Center is closed) **with a sponsor for vetting prior to receiving a pass. An individual may be sponsored by government email only if the Visitor Center is open. Otherwise, the sponsor must meet the guest in person.**

4. The guest list should be in **alphabetical order, by last name**. In the event someone is not allowed to enter the installation due to disqualifying information found during the vetting process, the sponsor will be notified.

5. **All event attendees must use the Main Gate for access to JBSA Randolph.** Ensure all adult guests have some form of official picture identification (i.e. Driver's License) to present to the gate guard upon arriving at the gate.

6. Guest lists are not accepted from commercial email accounts. However, they may be submitted electronically from a".mil" account to 902sfs.vrc@us.af.mil. **If you don't have access to a government email, you must submit the guest list in person to Bldg #1032/Visitor Control Center located outside the Main Gate.**

7. For questions/concerns contact the JBSA Randolph Visitor Control Center at (210) 652-2838.

Signature of Sponsor/Authorizing Official: _____

SFS Personnel complete:
SF Personnel receiving/authenticating EAL/Date/Time: _____

As of 5 Feb 15