



# 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 I-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

## 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

## 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.

Security Forces Visitor Control Center personnel will verify/validate the visitor against the FVR, orders, passport or visa and issue access credential/pass.





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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 an 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 driver's license.

The completed Unescorted Access Request Form is sent to the appropriate Visitor Control Center that the foreign visitor is needing access **10-days** prior to the visit via

Email:

JBSA-Lackland: [lackland.vrc@us.af.mil](mailto:lackland.vrc@us.af.mil)

JBSA-Fort Sam Houston: [502SFS.VCC@us.af.mil](mailto:502SFS.VCC@us.af.mil)

JBSA-Randolph: [902sfs.vrc@us.af.mil](mailto:902sfs.vrc@us.af.mil)

Once approved for access, the foreign friend or family member will be processed for access at the applicable VCC. The visitor must bring his/her identification to the VCC. Once the visitor has been properly vetted, 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 driver's license.

The U.S. Government Agency (Sponsor) will submit the completed Unescorted Access Request Form to the appropriate Visitor Control Center that the foreign visitor is needing access **10-days** prior to the visit via

Email:

JBSA-Lackland: [lackland.vrc@us.af.mil](mailto:lackland.vrc@us.af.mil)

JBSA-Fort Sam Houston: [502SFS.VCC@us.af.mil](mailto:502SFS.VCC@us.af.mil)

JBSA-Randolph: [902sfs.vrc@us.af.mil](mailto:902sfs.vrc@us.af.mil)

Once approved for access, the foreign visitor contractor will be processed for access at the VCC. The visitor must bring his/her identification to the VCC. Once the visitor has been properly vetted, 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), etc.

The international personnel will notify their host unit **will be the sponsoring 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, country of birth, identification and/or country of origin passport number.

The unit of assignment for international personnel will complete and email the Unescorted Access Request Form to the appropriate Visitor Control Center that the foreign visitor is needing access **10-days** prior to the visit via

Email:

JBSA-Lackland: [lackland.vrc@us.af.mil](mailto:lackland.vrc@us.af.mil)

JBSA-Fort Sam Houston: [502SFS.VCC@us.af.mil](mailto:502SFS.VCC@us.af.mil)

JBSA-Randolph: [902sfs.vrc@us.af.mil](mailto:902sfs.vrc@us.af.mil)

Once the visitor has been properly ID proofed and vetted by the VCC and approved for access, an Installation Access Pass for the duration of their visit will be issued. The visitor must bring his/her passport (or other acceptable form of ID) to the VCC.

**NOTE: International Military Students do not have Escort or Sponsorship privileges.**

JBSA Ft Sam Houston VCC  
Walters: 210-221-2650  
I-35 SAMMC: 210-539-9826

JBSA Lackland Luke East VCC  
210-671-6174  
210-671-6169

JBSA Randolph VCC  
210-652-3939