

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.

Foreign Visitors

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 Sates
- Identification card issued by Federal. State, or local government agencies containing a photograph and biographic information

Foreign Disclosure Office 502 SFG/S2 210-652-5762 Email:

502SRG.MAS.JBSA_ForeignRequest@us.af.mil

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 SFG/S2 (FDO) 502SRG.MAS.JBSA_ForeignRequest@us.af.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 SFG/S2 (FDO) via email:

502SRG.MAS.JBSA_ForeignRequest@us.af.mil

ten days prior to visit. Once the FDO vetting 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 SFG/S2 (FDO) via email: 502SRG.MAS.JBSA_ForeignRequest@us.af.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.

NOTE: DLI/IAAFA students do not have Escort or Sponsorship privileges.

502 Air Base Wing Foreign Disclosure Office (210) 652-5762 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



Foreign Visitors

CONTRACTORS with Foreign Nationals

The U.S. Government Agency (sponsor) will provide the following information for each contractor via email to 502 SFG/S2 (FDO) via email: 502SRG.MAS.JBSA_ForeignRequest@us.af.mil *ten days* prior to visit.

Unescorted Access Request *FOUO, This document contains information exempt from mandatory disclosure under the FOLL. This 5 U.S.C. 552 (6) (6) applies. This document also contains personal information that is protected by the Privacy Act of 1974 and must be safeguarded from unauthorized disclosure." SPECIAL SECURITY REQUIREMENTS: IAW AFMAN 31-113, paragraph 3.7.1.3.3, "It is the sponsoring organization's respo wihility to ensure the visit is properly recorded and documented...and the local AFOSI unit is notified when foreign visitors arrive and depart the installation. On the day of visit and when the foreign visitors have departed the installation, email AFOSL, at AFOSLFIS11.Clmbx@us.af.mil indicating time of arrival and departure from the installation I: Sponsor Information 1. Title 2. Last Name, First Name MI 3. Duty Phone 4. Cell/Home Phone 5. DoD ID Number Mr John Doe 221-1111 (210) 123-4567 # on back of CAC 7. Email Address 6. Organization/Home Address john.doe.civ@mail.mil II: Access Details 9. Location 8. Category of Access 10. Time Frame ✓ Contractor/Vendor ✓ JBSA-FSH (Allow 30 minute lead time for entry) From Date 27-Oct-17 Personal Services JBSA-SAMMC From Time Delivery/Pick-Up (Ex: Pizza Delivery/Non Driver Status) JBSA-CB To Date 02-Jan-18 Visitor/Volunteer JBSA-LAK To Time Special Event ✓ Foreign National JBSA-RND Days of the Week Sunday 11. Reason for Access (Specify) Monday 1 Tuesday 1 Install Equipment Wednesday 🗸 12. Contracted Company Sponsored or Special Event Name Thursday Contractors Company Name, Contract Number, and Contract Period Friday EXAMPLE: Bobs Maintenance / SAM17-123456 / 1 Oct 17 - 2 Jan 18 Saturday III: Visitor Center Use Only 13. Tracking Number Vetted Date Posted Date (For EAL Use) NCIC III ALERTS Received Date ECP Posted Location (For EAL Use) SFMIS TSDB Digital/Wet Signature of Verifier IV: Foreign Disclosure Office Use Only Received Date Vetted Date Approved Case Name Denied Posted Date Digital Signature of FDO

| Unescorted Access Request | | | | | | | | | |
|---|-----------------|--|--|-----------|----------------|--------------|--|--|--|
| "FOUO, This document contains information exempt from mandatory disclosure under the FOLA. Title 5 U.S.C. 552 (b) (6) applies. This document also contains personal information that is protected by the Privacy Act of 1974 and must be safeguarded from unauthorized disclosure." | | | | | | | | | |
| IV: Guest Information | | | | | | | | | |
| 14. Enter information for all persons 18 years of age or older (in alphabetical order). | | | | | | | | | |
| Last Name, First Name, MI | DOB (DD/MMM/YY) | ID Type | | ID Number | State of Issue | VCC Use Only | | | |
| Smith, Jane A | 7-Jul-61 | DL | | 123456 | TX | | | | |
| Mexico (Place of Birth) | | Perm Res | | 678910 | | | | | |
| | | Passport | | 109876 | | | | | |
| | | Visa | | 987654 | | | | | |
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| Tracking Number | | | | | | | | | |
| To submit requests click on one of the location identifiers below | | Sponsor John Doe | | | | | | | |
| JBSA-FSH JBSA-SAMMC JBSA-CB | | 15. Sponsor's Digital or Wet Signature | | | | | | | |
| JBSA-LKD JBSA-RND | | | | | | | | | |
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Foreign Visitors

FRIENDS AND FAMILY of Foreign Nationals

The Service member (sponsor) will provide the following information for each visitor via email to 502 SFG/S2 (FDO) <u>502SRG.MAS.JBSA_ForeignRequest@us.af.mil</u> *ten days* prior to visit.

2

Unescorted Access Request

*FOUO, This document contains information exempt from mandatory disclosure under the FOLA. Title 5 U.S.C. 552 (b) (d) applies. This document also contains personal information that is protected by the Privacy Act of 1974 and must be safeguarded from unauthorized disclosure."

SPECIAL SECURITY REQUIREMENTS: 1AW AFMAN 31-113, paragraph 3.7.1.3.3, "It is the sponsoring organization's responsibility to ensure the visit is properly recorded and documented...and the local AFOSI unit is notified when foreign visitors arrive and depart the installation.

On the day of visit and when the foreign visitors have departed the installation, email AFOSI, at AFOSI.FIS11.Clmbx@us.af.mil indicating time of arrival and departure from the installation.

| | | I: Sp | onsor Informati | on | | | |
|--|---|---------|-----------------|----------|---------------------------------------|----------------------|--|
| 1. Title 2 | Title 2. Last Name, First Name MI | | 3. Duty Phone | | Home Phone | 5. DoD ID Number | |
| Mr J | John Doe | 2 | 21-1111 | (210) | 123-4567 | # on back of CAC | |
| 6. Organization/Home Address | | 7. | Email Address | | | | |
| | john.doe.civ@mail.mil | | | | | | |
| II: Access Details | | | | | | | |
| 8. Category of Access | | 9. Loca | ation | | 10. Time Frame | | |
| Con | Contractor/Vendor | | ✓ JBSA-FSH | | (Allow 30 minute lead time for entry) | | |
| Pers | Personal Services Delivery/Pick-Up | | JBSA-SAM | MC | From Date 27-Oct-17 | | |
| Deli | | | | | From Time | | |
| | (Ex: Pizza Delivery/Non Driver Status) itor/Volunteer | JBSA-CB | | | To Date | 29-Oct-17 | |
| Spe | Special Event | | JBSA-LAK | | To Time | | |
| ✓ Fore | ✓ Foreign National | | JBSA-RND | | Days of the Week | | |
| | | | | | Sunday | / | |
| 11. Reason for J | 11. Reason for Access (Specify) | | | | | | |
| Graduation, visit family, etc | | | | | Tuesday | | |
| 12. Contracted | 12. Contracted Company Sponsored or Special Event Name Thursday | | | | | | |
| | | | | | Thursday | | |
| | | | | | Friday Saturday | | |
| III: Visitor Center Use Only | | | | | | | |
| 13. Tracking | | | | Vetted | Date Posted | d Date (For EAL Use) | |
| | NCIC III | Ι | ALERTS | | | | |
| Received | Date | | I | ECP Post | ed Location (For | EAL Use) | |
| | SFMIS | | TSDB | | | | |
| Digital/Wet Signature of Verifier | | | | | | | |
| IV: Foreign Disclosure Office Use Only | | | | | | | |
| 14. Received | Date | | Vetted Date | | Approv | ved | |
| Case Nan | ne | | Posted Date | _ | Denied | I 📃 | |
| Digital Signature of FDO | | | | | | | |

| Unescorted Access Request | | | | | | | | | |
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| IV: Guest Information | | | | | | | | | |
| 14. Enter information for all persons 18 years of age or older (in alphabetical order). | | | | | | | | | |
| Last Name, First Name, MI | DOB (DD/MMM/YY) | ID Type | 1 | D Number | State of Issue | VCC Use Only | | | |
| Smith, Jane A | 7-Jul-61 | DL | | 123456 | TX | | | | |
| Mexico (Place of Birth) | | Perm Res | | 678910 | | | | | |
| | | Passport | | 109876 | | | | | |
| | | Visa | | 987654 | | | | | |
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| Tracking Number | | | | | | | | | |
| To submit requests click on one of Sponsor John Doe | | | | | | | | | |
| JBSA-FSH JBSA-SAMMC | JBSA-CB | 15. Sponso | r's Digit | al or Wet Signati | ure | | | | |
| JBSA-LKD JBSA-RND 15. Sponsor's Digital or Wet Signature | | | | | | | | | |
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