



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 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-551) stamp or temporary (I-551) 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

Foreign Disclosure Office

502 ABW/FDO

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.

502 ABW 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.

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

502 ABW 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/validate the visitor against the FVR, 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.

The completed Unescorted Access Request Form is sent to the 502 ABW/FDO **10-days** prior to the visit via Email:

502SFG.MAS.JBSA_ForeignRequest@us.af.mil
(Foreign Disclosure Office cannot accept request in person.)

An approval or denial email will be returned to the requestor with instructions for submitting the request to the respective Security Forces Squadron, Visitors Control Center (VCC) for installation access approval or denial.

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 drivers license.

The U.S. Government Agency (Sponsor) will submit the completed Unescorted Access Request Form to 502 ABW/FDO **10-days** prior to visit via Email:

502SFG.MAS.JBSA_ForeignRequest@us.af.mil
(Foreign Disclosure Office cannot accept request in person.)

An approval or denial email will be returned to the requestor with instructions for submitting the request to the respective Security Forces Squadron, Visitors Control Center (VCC) for installation access approval or denial.

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 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. Host unit will be the sponsoring organization.

The unit of assignment for international personnel will complete and email the Unescorted Access Request Form to 502 ABW/FDO **10-days** prior to the visit via Email:

502SFG.MAS.JBSA_ForeignRequest@us.af.mil
(Foreign Disclosure Office cannot accept request in person.)

An approval or denial email will be returned to the requestor with instructions for submitting the request to the respective Security Forces Squadron, Visitors Control Center (VCC) for installation access approval or denial.

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.

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

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



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: 502SFG.MAS.JBSA.ForeignRequest@us.af.mil **ten days** prior to visit.

UNESCORTED ACCESS REQUEST				
I. SPONSOR INFORMATION				
1. TITLE MR	2. LAST NAME, FIRST NAME, MI Doe, John E	3. DUTY PHONE 210-652-1110	4. ALTERNATE CONTACT NUMBER 210-888-9999	5. DOD ID NUMBER 1234567890
6. ORGANIZATION/HOME ADDRESS 502 SFG 1 Washington Circle JBSA-Randolph TX 78150		7. EMAIL ADDRESS john.doe.1@us.af.mil		
II. ACCESS DETAILS				
8. CATEGORY OF ACCESS <input checked="" type="checkbox"/> Contractor/Vendor <input type="checkbox"/> Personal Services <input type="checkbox"/> Delivery/Pick-Up (Ex: Pizza Delivery/Non Driver Status) <input type="checkbox"/> Visitor/Volunteer <input type="checkbox"/> Special Event <input checked="" type="checkbox"/> Foreign National		9. LOCATION <input type="checkbox"/> JBSA-FSH <input type="checkbox"/> JBSA-SAMMC <input type="checkbox"/> JBSA-CB <input type="checkbox"/> JBSA-LAK <input checked="" type="checkbox"/> JBSA-RND		
10. TIME FRAME From Date: Apr 13, 2021 <input type="checkbox"/> Sunday From Time: 8:00:00 AM <input type="checkbox"/> Monday To Date: Apr 13, 2021 <input type="checkbox"/> Tuesday To Time: 6:30:00 PM <input type="checkbox"/> Wednesday <input type="checkbox"/> Thursday <input type="checkbox"/> Friday <input type="checkbox"/> Saturday				
11. REASON FOR ACCESS (Be Specific) Equipment installation in Building 100				
12. CONTRACTED COMPANY SPONSORED OR SPECIAL EVENT NAME All Pro Install; Contract # SAM21-1234567, 1 Mar 2021 - 31 Jul 2021				
13a. DATE OF SIGNATURE	13b. NAME, GRADE/RANK, OFFICE SYMBOL, AND TITLE OF SPONSOR John E. Doe, GS-XX, Unit/XX		13d. SIGNATURE	
III. VISITOR CENTER USE ONLY				
14a. TRACKING NUMBER	<input type="checkbox"/> NCIC III	<input type="checkbox"/> ALERTS	14c. VETTED DATE	14d. POSTED DATE (For EAL Use)
14b. RECEIVED DATE	<input type="checkbox"/> SFMIS	<input type="checkbox"/> TSDB	14e. ECP POSTED LOCATION (For EAL Use)	
14f. DATE OF SIGNATURE	14g. NAME, GRADE/RANK, OFFICE SYMBOL, AND TITLE OF VERIFIER		14h. SIGNATURE	
IV. FOREIGN DISCLOSURE OFFICE (FDO) USE ONLY				
15a. CASE NAME	15b. VETTED DATE		<input type="checkbox"/> Approved <input type="checkbox"/> Denied	
15c. DATE OF SIGNATURE	15d. NAME, GRADE/RANK, OFFICE SYMBOL, AND TITLE OF VERIFIER		15e. SIGNATURE	

JBSANANTONIO 7 20190821
(Per JBSANANTONIOI 31-1131)

UNESCORTED ACCESS REQUEST							TRACKING NUMBER	
V. GUEST INFORMATION								
16. Enter information for all persons 18 years of age or older (in alphabetical order). Refer to page 1 for instructions.								
16a. Last Name, First Name, MI	16b. DOB (DD/MM/YYYY)	16c. Country of Birth	16d. ID Type	16e. ID Number	16f. Country of Issue	16g. State of Issue	16h. VCC Use Only	
Smith, William II	00/Jan/01	Germany	1	01234567	USA	TX		
			5	000-000-000	USA			

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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)
502SFG.MAS.JBSA.ForeignRequest@us.af.mil **ten days** prior to visit.

UNESCORTED ACCESS REQUEST				
I. SPONSOR INFORMATION				
1. TITLE MR	2. LAST NAME, FIRST NAME, MI Doe, John E	3. DUTY PHONE 210-671-1110	4. ALTERNATE CONTACT NUMBER 210-888-9999	5. DOD ID NUMBER 1234567890
6. ORGANIZATION/HOME ADDRESS IAAFA JBSA-Lackland TX 78236		7. EMAIL ADDRESS john.doe.1@us.af.mil		
II. ACCESS DETAILS				
8. CATEGORY OF ACCESS <input type="checkbox"/> Contractor/Vendor <input type="checkbox"/> Personal Services <input type="checkbox"/> Delivery/Pick-Up (Ex: Pizza Delivery/ Non Driver Status) <input checked="" type="checkbox"/> Visitor/Volunteer <input checked="" type="checkbox"/> Special Event <input checked="" type="checkbox"/> Foreign National		9. LOCATION <input type="checkbox"/> JBSA-FSH <input type="checkbox"/> JBSA-SAMMC <input type="checkbox"/> JBSA-CB <input checked="" type="checkbox"/> JBSA-LAK <input type="checkbox"/> JBSA-RND		
10. TIME FRAME From Date: Apr 13, 2021 <input type="checkbox"/> Sunday From Time: 8:00:00 AM <input type="checkbox"/> Monday <input type="checkbox"/> Tuesday <input type="checkbox"/> Wednesday To Date: Apr 13, 2021 <input type="checkbox"/> Thursday To Time: 6:30:00 PM <input type="checkbox"/> Friday <input type="checkbox"/> Saturday				
11. REASON FOR ACCESS (Be Specific) Attend graduation for IAAFA Student - Gonzalez, Juan M				
12. CONTRACTED COMPANY SPONSORED OR SPECIAL EVENT NAME IAAFA Graduation				
13a. DATE OF SIGNATURE	13b. NAME, GRADE/RANK, OFFICE SYMBOL, AND TITLE OF SPONSOR John E. Doe, GS-XX, Unit XX		13d. SIGNATURE	
III. VISITOR CENTER USE ONLY				
14a. TRACKING NUMBER	<input type="checkbox"/> NCIC III	<input type="checkbox"/> ALERTS	14c. VETTED DATE	14d. POSTED DATE (For EAL Use)
14b. RECEIVED DATE	<input type="checkbox"/> SFMIS	<input type="checkbox"/> TSDB	14e. ECP POSTED LOCATION (For EAL Use)	
14f. DATE OF SIGNATURE	14g. NAME, GRADE/RANK, OFFICE SYMBOL, AND TITLE OF VERIFIER		14h. SIGNATURE	
IV. FOREIGN DISCLOSURE OFFICE (FDO) USE ONLY				
15a. CASE NAME	15b. VETTED DATE		<input type="checkbox"/> Approved <input type="checkbox"/> Denied	
15c. DATE OF SIGNATURE	15d. NAME, GRADE/RANK, OFFICE SYMBOL, AND TITLE OF VERIFIER		15e. SIGNATURE	

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(Per JBSANANTONIOI 31-1131)

UNESCORTED ACCESS REQUEST							TRACKING NUMBER		
V. GUEST INFORMATION									
16. Enter information for all persons 18 years of age or older (in alphabetical order). Refer to page 1 for instructions.									
SORT	Last Name, First Name, MI	DOB (DD/MMM/YYYY)	Country of Birth	ID Type	ID Number	Country of Issue	State of Issue	VCC Use Only	
+	Gonzalez-Rivera, Jaime M	00/Jan/01	Mexico	4	1234567	Mexico			
+	Gonzalez, Maria C	00/Mar/03	Mexico	4	0011112	Mexico			

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