

Check "X" into square which base you want to pick up pass from!

YOKOSUKA () IKEGO () NEGISHI ()

DBIDS registration must be completed to request a "House Guest Pass"

*****Submit this request to ISO, Yokosuka/Negishi Security Detachment/Ikego Security Detachment at least**

3 BUSINESS DAYS (Mon~Fri except holidays) prior to the guest's anticipated arrival!***

					Date:
From:	Sponsor's Name (Last)	(First)	(MI)	Rate	SSN (last four digit only) XXX-XX-□□□□
	Command				
To:	Commander, Fleet Activities, Yokosuka (Attn: N3AT40)				
Via:	(1)				(Sponsor's Command)
	(2) Director, Housing Department, Fleet Activities, Yokosuka				
Subj:	REQUEST FOR HOUSE GUEST PASS				
Ref:	(a) COMFLEACTINST 5530.6 series				
1. In accordance with reference (a), request following pass be issued to the personnel indicated below <i>(use a separate form for each guest)</i> :					
<input type="checkbox"/> House Guest Pass Request for Guests Residing outside Japan <i>(See Note 1)</i>					Pass Period
<input type="checkbox"/> House Guest Pass Request for Relatives Residing within Japan <i>(See Note 1, 4 and 5)</i>					From:
<input type="checkbox"/> House Guest Pass Extension <i>(See Note 2 and 3)</i>					To:
Reason for Request for Extension: <i>(See note 3)</i>					
<p>Note 1: A House Guest Pass will be issued to guests from overseas for the duration of intended visit, but not to exceed 60 days per 365 days. Any sponsor requesting a House Guest Pass must be occupying their residence during the time any approved temporary guests are occupying the home or place of residence. This pass is only allowed for entering and exiting the base, no other privileges.</p> <p>Note 2: Visitation of guests in excess of 60 days will be considered on a case by case basis (not to exceed 30 days).</p> <p>Note 3: Reason for requesting the pass is required for House Guest Pass Extension.</p> <p>Note 4: A House Guest will be issued to relatives (Japanese and non-Japanese) currently residing within Japan.</p> <p>Note 5: If your Japanese guest does not possess a passport, please provide an ID number such as driver's license or resident card with picture. "Driver's license must indicate a permanent address".</p>					
2. The following information is provided: <i>(Fill out appropriate section for your request - Please print)</i>					
Sponsor's Information					
Home Address: (Physical Address, Not Mailing Address)				E-mail Address	
Telephone Number (Work)		Telephone Number (Home)		PRD	
Guest's Information					
Last Name		First Name		M.I.	Nationality/Citizenship:
Passport # (see above "Note 4")		Date of Birth		Height	Weight
Color of Eyes		Color of Hair		Relationship	
Guest's Home Address:				Permanent Address For JN Guests (Prefecture Only):	
Lodging for Guest while Visiting					
<p>a. I understand I am responsible for the actions of the above listed person while on the base and for the return of the pass upon its expiration. In the event of my transfer prior to the expiration of the pass or upon request from proper authority, I will collect and return it to the Industrial Security Office. Failure to do so will result in the denial of any future request.</p> <p>b. I understand that 72 hour overnight passes are included in the 60 days per 365 day period.</p>					
Sponsor's Signature					

FIRST ENDORSEMENT

Date:

From:

(Sponsor's Command)

To: Commander, Fleet Activities, Yokosuka (Attn: N3AT40)

Via: Director, Housing Department, Fleet Activities, Yokosuka

1. Forwarded for your appropriate action.

Command's Signature

SECOND ENDORSEMENT (Not required if occupying non-government quarters)

Date:

From: Director, Housing Office/Bachelor Housing/Visitor Quarters/District Manager, Navy Lodge/Commanding Officer, U.S. Naval Hospital, Stork's Nest (Circle one)

To: Commander, Fleet Activities, Yokosuka (N3AT40)

1. Forwarded recommending approval / disapproval.Housing Office/Bachelor Housing/Visitor Quarters
/Navy Lodge/U.S. Naval Hospital, Stork's Nest
Signature (Circle one)

Date:

From: Commander, Fleet Activities, Yokosuka (N3AT40)

To:

1. Returned approved from _____ to _____. / disapproved.

Industrial Security Office's Signature

PRIVACY ACT STATEMENT

5 U.S.C. & 552 a Collection of this is authorized by the Privacy Act, U.S.C. Section 552(a). The information will be used to process your Guest Pass request. The information on this form may be disclosed to the third parties in accordance with the provision of 5 U.S.C. Section 552(b). Completion of this form is voluntary; however, failure to provide the information requested may preclude the processing of your Guest Pass request.

ISO Note

Total Number of Usage for House Guest Pass

Days

CFAY 5532/2A (Rev. 6-13)

Upon completion
FOR OFFICIAL USE ONLY – PRIVACY SENSITIVE

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