

### **3 Options available for category #23 Visitor (Friend or family not included in category #22)**

**Option # 1** - A visiting family member can be signed on and off the installation during the duration of their visit. This does not require any paperwork from the sponsor. Note: the maximum amount of time that a visitor can be signed onto post is 48 hours at a time. If they will be staying longer than 48 hours, you must sign them off post and then re-sign them back in.

**Option # 2** - A visiting family member may be placed on an access roster for the duration of their stay (up to 60 days) or while waiting to process an installation pass request. This requires the sponsor to take their visitor, with their passport and a copy of their plane ticket or other documentation establishing their departure date, to the local AST where they live and request them to be added to the access roster. The access roster request can be valid for a maximum of 60 days. Access roster requests must be made by 1200 hrs on Wednesday of that week to be included on the following week's access roster.

**Option # 3** - A visiting family member may receive an installation pass for the duration of their stay (note: if over 90 days approval is required from housing office). This requires the following paperwork: AE Form 190-16A, a copy of their passport and a copy of their plane ticket or other documentation establishing their departure date. The application and the instructions to fill it out are attached to this packet. The sponsor must fill out this application; turn it in to the local MP Station to be sent to the IACO for signature. It is the sponsor's responsibility to call the IACO to schedule an appointment for the visitor to go to the IACO, process and pick up their installation pass. The visitor must bring their passport and documentation establishing their departure date to the appointment in order to obtain the installation pass.

#### **Appointment information is:**

**Location: Harvey Barracks, BLDG 141**

**Hours: Mon-Fri, 0800-1200, 1300-1700 - Closed on American Holidays**

**Appointment Line: 355-7372 / 09321-3057372**