

3 Options available for category #24 Visitor (Friend or family not included in category #23)

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

APPLICATION FOR USAREUR/USAFE INSTALLATION PASS (AE Reg 190-16)

DATA REQUIRED BY THE PRIVACY ACT OF 1974

Authority: Article 53, Supplementary Agreement to NATO SOFA; 10 USC 3012.

Principal purpose(s): For identification of U.S. and non-U.S. nationals employed by U.S. Government agencies, contractors, and vendors of non-military agencies of countries in which U.S. personnel have been accommodated when these personnel require recurring access to the accommodations under U.S. control and do not possess other valid entry authorization documents.

Routine use(s): To identify personnel authorized routine or recurring access to installations under U.S. control.

Mandatory or voluntary disclosure and effect on individual not providing information: Voluntary. However, failure to provide any item of information will result in denial of entry onto the U.S.-controlled installations for which the AE Form 190-16A has been validated.

Please refer to the instructions on page 3 to ensure that the form is correctly filled in.

1. To 417th BSB IACO		2. From		3. Date (mm/dd/yyyy)		
4. Applicant name (Last, first, MI)		5. Sponsor address		6. Address (Company/Organization/Unit) NA		
7. Person category 23 Visiting Family Member		8. Country of citizenship		9. SSN/Personal ID number		
10. Supporting document expiration date (Passport/ID card) (mm/dd/yyyy)		11. Residence permit <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		12. Work permit <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
13. Type pass requested <input checked="" type="checkbox"/> Installation pass <input type="checkbox"/> Temporary installation pass		14. Date of birth (mm/dd/yyyy)	15. Height (Inches)	16. Weight (Pounds)	17. Eye (Color)	18. Hair (Color)
19. Installations for which access is required 417th BSB						
20. Limitations/time/day access is required 24/7		21. FPCON restriction NONE	22. Pass expiration date (mm/dd/yyyy) IACO REGISTRAR MUST VALIDATE		23. Sign-in privileges <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
24. Privately owned vehicle (POV) registration information (additional vehicles may be added on a separate sheet of paper)						
a. License number	b. Country	c. Make	d. Model	e. Year	f. Body type	g. Color
25. Company name and telephone number						
26. Verification by sponsoring official (must check both boxes)						
<input type="checkbox"/> I have reviewed the results of all background checks required by AE Reg 190-16 and verify that there is no derogatory information that would preclude the issuing of an installation pass.						
<input type="checkbox"/> I verify that the applicant has been informed about the purpose and proper use of the installation pass. I have reviewed AE Reg 190-16 and believe this packet is administratively correct, and fully and accurately reflects the applicant's access requirements. However, if there is a problem or you need further information please contact me.						
a. Organization and telephone number			b. Name and title			
c. Signature			d. Date (mm/dd/yyyy)			