Marine Corps Logistics Base Barstow Visitor Access Request Letter

**Sponsor Name: Department/Contact number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Reason for visit:**

**Visitation dates:**

**Only civilian employees (appropriated or non-appropriated), active duty, retirees, or dependents who are employed or reside on MCLBB can request sponsorship. To comply with installation access policies and procedures, please provide the information below. For foreign nationals, advance notice to the Installation Security Manager/Mission Assurance Division is required: 760.577.5838.**

**Procedures:**

**1. Do NOT request access for anyone:**

**a. Who has a valid DoD Card (e.g., common access card, retired military ID). This card grants them access to the base.**

**b. Under the age of 18. They may access the base when escorted by an adult who is granted access.**

**c. With an outstanding warrant, on probation or parole for a serious offense, or a sex offender. These individuals will be DENIED access to the base.**

**2. For others provide the information required below. For foreign nationals, passport number or resident alien identification number is required:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | | | | | |
|  | **Last Name, First Name, MI** | **Driver's License # or State**  **Issued ID #** | **Issuing**  **State** | **Date of Birth** |  |
| **1** |  |  |  |  |
| **2** |  |  |  |  |
| **3** |  |  |  |  |
| **4** |  |  |  |  |
| **5** |  |  |  |  |
| **6** |  |  |  |  |
| **7** |  |  |  |  |
| **8** |  |  |  |  |
| **9** |  |  |  |  |
| **10** |  |  |  |  |
|  | | | | | |

**3. Vehicle information (if applicable):**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | | | | | |
|  | **Registered Owner** | **Vehicle License Plate #**  **Or VIN** | **Issuing**  **State** | **Registration**  **Expiration Date** |  |
| **1** |  |  |  |  |
| **2** |  |  |  |  |
| **3** |  |  |  |  |
| **4** |  |  |  |  |
| **5** |  |  |  |  |
| **6** |  |  |  |  |
| **7** |  |  |  |  |
| **8** |  |  |  |  |
| **9** |  |  |  |  |
| **10** |  |  |  |  |
|  | | | | | |

**4. I understand it is my responsibility to:**

**a. Advise my visitors of installation policies while on the installation.**

**b. Provide escort of my visitors while on the installation. As the sponsor, I am responsible for any temporary passes issued by MCLBB.**

**c. Advise my visitors that all guests over the age of 18 must have a photo ID on hand.**

**Sponsor Signature Date**

FOUO. This document contains information exempt from mandatory disclosure under the FOIA. Exemption 5 USC 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.