

Gowen Field Installation Access Request Form

VISITOR INFORMATION SECTION:

- ☐ This form must be submitted via Email by the military **Sponsor** to the VCC/Contractor Gate Org Box at 124.FW.Visitor.Control.Center.Org@us.af.mil
- ☐ Form must be filled out completely and have a digital/wet signature from a valid military **Sponsor** or the form will not be accepted.
- ☐ A minimum of 1 business day for processing is required per 20 visitors.
- ☐ Please ensure all information is complete and accurate or the processing of this request may be delayed.
- ☐ Upon entry to the installation visitors will be required to provide proof of valid vehicle registration and insurance.
- ☐ For questions regarding Visitors and Events contact the VCC at (208) 422-5367.
- ☐ For Questions regarding contractors or deliveries contact the Contractor Gate at (208) 422-6890.
- ☐ CONTRACTOR PASSES: Cannot exceed one year. STATE EMPLOYEE CARDS: Cannot exceed three years.
- ☐ **Special Event Request** contact VCC prior to submitting form.

Select Purpose (Choose One) Contractor Employee Visitor Special Event Request

Company/Organization/Event Name:

POC Name: POC Number: POC Email:

Request Start Date: Request End Date:

Request Day of Week: Request Times:

IMPORTANT: Complete the **Access Pass Information Section** before sending to the sponsor.

SPONSOR INFORMATION

Rank/Title: Name: Last, First M.:

Organization: Phone: Email:

Sponsor Signature:

ACCESS PASS INFORMATION:

*NOTE: If **NO** is selected in the US Citizen column, a photo copy of the visitor's Passport/leagl documents MUST be submitted with this form.*

	Last	First	M.	DL State	DL#	US Citizen
1						
2						
3						
4						
5						
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11						
12						
13						
14						
15						
16						
17						
18						
19						
20						

ACCESS PASS INFORMATION SECTION CONT:

NOTE: Add 2 days additional processing time for every 20 visitors.

	First	Last	M.	DL State	DL #	US Citizen
21						
22						
23						
24						
25						
26						
27						
28						
29						
30						
31						
32						
33						
34						
35						
36						
37						
38						
39						
40						
	First	Last	M.	DL State	DL #	US Citizen
41						
42						
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