

Gowen Field Installation Access Request Form

VISITOR INFORMATION SECTION:

- Sponsor will submit completed form 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.
- **Real ID is now in effect for access to Gowen Field. Any questions regarding the "Real ID" policy for base access and the documents accepted in lieu of the "Real ID", please follow the link provided: <https://www.fsa.gov/travel/security-screening/identification>**

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#	Real ID	US Citizen
1							
2							
3							
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ACCESS PASS INFORMATION SECTION CONT:

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

	First	Last	M.	DL State	DL #	Real ID	US Citizen
21							
22							
23							
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32							
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37							
38							
39							
40							
	First	Last	M.	DL State	DL #	Real ID	US Citizen
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