

# **INSTALLATION CONTRACTOR / VENDOR PASS REQUEST FORM**

All requests for an Installation Pass must be endorsed by the Washington Military Department (WMD) Sponsor responsible for oversight of the Contract-Vendor-Service. Companies must be listed on the Contractor Authorization List (CAL) maintained by Camp Murray Visitor Control Center (VCC). VCC staff will call the sponsor listed on the CAL to verify that requests being presented are valid.

There are three parts to this Form; 1: Driver/Employee information, 2: Contracted Company, Vendor, or Service Provider information, and 3: WMD Sponsor/Government Agent information.

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## **PART 1: TO BE COMPLETED BY DRIVER / EMPLOYEE:**

NAME: \_\_\_\_\_  
Last First M.I. Suffix

Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_ (Year – Month – Day)

Place of Birth: \_\_\_\_\_  
City State Country (if not US)

Driver's License Number: \_\_\_\_\_ State: \_\_\_\_\_ Expiration Date: \_\_\_\_\_  
(A person living and working in WA should generally have a WA DL.)

### **Non-US Citizen Certification:**

Passport Number: \_\_\_\_\_ Country: \_\_\_\_\_

VISA Entry & Expiration Dates (If Applicable): \_\_\_\_\_

Alien Registration Number (A#): \_\_\_\_\_

**DRIVER / EMPLOYEE SIGNATURE:** \_\_\_\_\_

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## **PART 2: TO BE COMPLETED BY CONTRACTED COMPANY / VENDOR / SERVICE PROVIDER POC:**

Company/Organization Name: \_\_\_\_\_

POC Name: \_\_\_\_\_ POC Telephone Number: \_\_\_\_\_

POC Address: \_\_\_\_\_

**EMPLOYER POC SIGNATURE:** \_\_\_\_\_

LENGTH OF PASS REQUEST: \_\_\_\_\_ (No more than 90 days at a time)

DAYS OF WEEK / HOURS ACCESS REQUIRED: \_\_\_\_\_

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## **PART 3: TO BE COMPLETED BY WMD SPONSOR / GOVERNMENT AGENT:**

WMD/Government POC Name: \_\_\_\_\_ POC Telephone Number: \_\_\_\_\_

Organization/Unit/Activity: \_\_\_\_\_

Contract # (if applicable): \_\_\_\_\_ Contract Expiration Date: \_\_\_\_\_

**WMD / GOVERNMENT POC SIGNATURE:** \_\_\_\_\_

**ACCEPTABLE IDENTITY VERIFICATION DOCUMENTS FOR PRESENTATION WITH WASHINGTON LICENSE OR WASHINGTON ID CARD**

<b>DoD CAC</b>	<b>Employee Identification Card issued by a federal, state or local government agency provided it contains a photograph and biometric information such as: Name, DOB, Gender, Height, Eye Color and/or Address.</b>
<b>DoD Uniformed Services Identification and Privileges Cards</b>	<b>U.S. Coast Guard Merchant Mariner Card</b>
<b>U.S. Passport or U.S. Passport Card</b>	<b>Transportation Worker ID Card (TWIC) issued by DHS</b>
<b>VA Issued Health Card</b>	<b>Native American tribal document</b>
<b>Permanent resident card or Alien Registration Receipt Card (INS Form I-551)</b>	<b>U.S. Government issued, authenticated Federal PIV credentials</b>
<b>Foreign passport with a temporary I-551 stamp or temporary I-551 printed notation on a machine readable immigrant visa</b>	<b>For personnel 17 and under, a school identification card with a photograph</b>
<b>Foreign passport with a current arrival-departure record or foreign passport with INS Form I-94/I-94A bearing the same names as the passport and containing an endorsement of the alien's nonimmigrant status, if that status authorizes the alien to work for an employer</b>	<b>US Military or Draft Record containing name and DOB</b>
<b>Employment authorization document that contains a photograph (INS Form I-766)</b>	<b>Washington State Enhanced Driver's License or ID Card</b>
<b>US Refugee Travel Document I-327 and I-571 issued by DHS and containing a photograph</b>	<b>Washington State Commercial Driver's License (CDL)</b>

**NOTE:**

1. ALL persons requesting a pass will be subject to security vetting. Vetting will include a criminal history background check.
2. Persons who do not pass the security vetting will be denied access and provided with the process for submitting an appeal. The appeal process is governed by DoDM 5200.08, Volume 3, AFMAN 31-101, WMD Unified Policy No. 18-01, *Camp Murray Access Requirements*, and is Non-Waiverable. The appeal process may take an extended period of time to complete.
3. VCC staff will contact a WMD Sponsor listed on the CAL to verify that the request for access is valid.
4. All information on the reverse side of this form must be completed. The completed form and the verification document(s) listed above are to be presented to VCC staff upon arrival.
5. Any conduct which is detrimental to the maintenance of good order and discipline on the Camp Murray may result in confiscation of access control media, immediate removal from the installation, and the issuance of a barrment.
6. The WMD Sponsor has overall responsibility for the conduct of the pass holder at all times while they are on Camp Murray. While this does not include punitive liability for the Sponsor, the Sponsor may be required to brief senior installation leaders regarding acts of misconduct.
7. Pass holders will confine themselves only to those areas related to issuance of the pass. Passholders will not enter any marked, restricted and/or controlled areas. Specifically airfields, command headquarters, motor pools, military training facilities, military barracks, housing areas other than those where you are an invited guest, areas where military weapons are present, fire stations, and communications facilities. Be prepared to identify yourself and the purpose of your presence on Camp Murray to installation security personnel at all times.
8. Your signature on this document is consent to search your vehicle and packages at any time while on Camp Murray. Firearms and other personal weapons are prohibited except when specifically authorized by the Installation Commander.
9. Concealed weapons permits are not valid on Camp Murray.