VCC Use Only:	
Total Guests:	

CAMP MURRAY APPROVED VISITOR LIST

To: Camp Murray Visitor Control Center (VCC)		Date of Request:			
Type of Event/Visit: (Promotion, Retirement, Recreation, etc.)		Location of Event/Visit:			
Date(s) of Event:		Time(s) of Event:			
Sponsor	Status: (State, Fed, Mil)	Last Name:	First Name:	Signature:	
Work Phone:		Cell Phone:	Email:		

Instructions: Please list personnel (neatly printed/typed) in **alphabetical** order by last name. Approved Visitor List requests need to be returned in to the Camp Murray VCC at least **five business days** prior to the event or visit. A Camp Murray VCC representative is available by phone at: 253-512-2045 or by email at: 194WG.SFS.CampMurrayVCC@us.af.mil.

To expedite screening, Defense Biometric Identification System pre-enrollment can be completed at: https://dbids-globalenroll.dmdc.mil/preenrollui/#!/.

Sponsor Note: By completing and forwarding this request to the 194WG.SFS.CampMurrayVCC@us.af.mil mailbox, you are accepting sponsorship responsibilities as outlined on page three of this document. Please read page three of this document prior to completing this form and sign acknowledging you have read and understand the requirements.

PRIVACY ACT NOTICE

AUTHORITY: 10 U.S.C. 136, Under Secretary of Defense for Personnel and Readiness; DoD Instruction (DoDI) 1000.25, DoD Personnel Identity Protection (PIP) Program; DoDI 5200.08, Security of DoD Installations and Resources and the DoD Physical Security Review Board (PSRB); DoD 5200.08-R, Physical Security Program; and E.O. 9397 (SSN), as amended. **PRINCIPAL PURPOSE(S):** To provide necessary information to DoD installations to determine if applicant meets access control requirements. Records in the DBIDS system are maintained to support Department of Defense physical security and information assurance programs and are used for identity verification purposes, to record personal property registered with the DoD, and for producing facility management reports. Used by security offices to monitor individuals accessing DoD installations and/or facilities. SSN, Driver's License Number, or other acceptable identification will be used to distinguish individuals who request entry to DoD installations and/or facilities **ROUTINE USE(S):** To the appropriate Federal, State, local, territorial, tribal, foreign, or international law enforcement authority or other appropriate entity where a record, either alone or in

conjunction with other information, indicates a violation or potential violation of law, whether criminal, civil, or regulatory in nature. DISCLOSURE: Voluntary; however, failure to provide the requested information will result in denial of a DBIDS card or visitors pass and denial of entry to DoD installations and/or facilities.

NAME OF VISITOR: Last, First Middle	GENDER	Date of Birth (DD, MMM, YY)	Driver's License/ID # and State Issued
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Authenticated by:

CAMP MURRAY APPROVED VISITOR LIST

NAME OF VISITOR: Last, First Middle	GENDER	Date of Birth (DD, MMM, YY)	Driver's License/ID # and State Issue

CAMP MURRAY APPROVED VISITOR LIST

MEMORANDUM FOR SPONSOR

REVISED: 1 February 2022

FROM: CAMP MURRAY SECURITY

SUBJECT: SPONSOR RESPONSIBILITIES

- 1. Sponsors are directly responsible for the conduct of their invited guests and must ensure visitors follow all established laws, regulations, and directives that provide for the good order and discipline and public safety while on Camp Murray. Sponsors must be in attendance at the event they are sponsoring and must take an active role in ensuring the event remains peaceful and lawful. If the event becomes disorderly or dangerous, sponsors must notify Security personnel.
- 2. All sponsors are required to ensure their guest's possess valid identification credentials, such as a driver's license or photo ID. Guests who bring vehicles on base must possess and display on request appropriate vehicle documentation (registration, proof of insurance and valid driver's license).
- 3. In addition, sponsors are required to brief their guest's on the following items listed below:
 - a. Guests could be asked by on-duty Security personnel to consent to search of their vehicle while entering, on, or leaving Camp Murray.
 - b. If a vehicle belonging to a guest is towed or impounded on Camp Murray, they are responsible for all costs and actions associated with towing and recovery of the vehicle.
 - c. All occupants must wear seatbelts and restraining devices while operating on Camp Murray.
 - d. Guests must limit their movement to authorized traffic ways. Off-limit areas are identified by signs showing "Restricted Area" or "Controlled Area".
 - e. Guests must observe all posted traffic laws and base regulations.
 - f. Visitor Control personnel will notify the sponsor where the Entry Authorization Letter will be located. Ensure that your guests are informed of the location of the EAL to ensure a faster process to enter the installation.
- 4. Please acknowledge receipt and agreement that you will provide this briefing to your guests with your signature.

Printed Name

Signature