

## Step One:

Collect all individuals info who don't have base access such as:

- Last Name, First Name MI (Full name of visitor, use format assigned).
- DOB: Date of Birth (Use format assigned).
- Country (Country of birth for foreign visitors).
- ID Type: Must be a valid form of photo ID. Below are acceptable forms. Use the corresponding number when making your selection.
  - 1 = Driver's License
  - 2 = State Identification Card
  - 3 = Veteran's Identification Card
  - 4 = Passport/Visa
  - 5 = Permanent Residence Card
  - 6 = US Citizenship & Immigration Services
- ID Number (The associated number assigned to the ID Type)
- Country of Issue (Country where identification was issued)
- State of Issue (State where identification was issued)

## Step Two:

Go to Fort Sam Houston base access site.

<https://www.jbsa.mil/Information/Gate-Hours-Visitor-Information/JBSA-Fort-Sam-Houston-Visitor-InJBSA-Fort Sam Houston Access Requirementsfo/>

Fill out *Unescorted Access Request form* with cadets who don't have base access info. Have Major Weiland or whoever is OFC complete the top portion. UPDATED VERSION FOUND IN THE DRIVE

## Step Three:

Since there are a few foreign cadets in our detachment, you will need to send the UAR to the foreign disclosure office first.

[502SRG.MAS.JBSA\\_ForeignRequest@us.af.mil](mailto:502SRG.MAS.JBSA_ForeignRequest@us.af.mil)

## Step Four:

Once approved by the foreign disclosure office, you should receive an email from them saying approved, forward that email along with the UAR to the Fort Sam Visitor Center at [502SFS.VCC@us.af.mil](mailto:502SFS.VCC@us.af.mil)

**YOU WILL NEED TO COMPLETE STEP 4 AT LEAST 10 DAYS PRIOR TO THE  
EVENT!!!!!!**