



**19th Airlift Wing
Public Affairs
Tour Request Worksheet**



Please keep in mind, tours last about one to three hours and are normally conducted between the hours of 8:30 to 11:30 a.m. or 1 to 4 p.m.

Children under the age of 12 are not authorized on the active flight line.

Requestor's Name (point of contact):	Telephone number (w/area code):
Full mailing address:	E-mail address
Name of group or organization:	Group Size (total number of people in the group – must be 15 or more, but less than 40):
What is the age range and makeup of your group?	
Requested tour date/arrival time:	Alternate tour date/arrival time:
<p>Elected Officials Participating: Does your tour group include current or prior Federal, State, or Municipal elected officials? Yes/No</p> <p>If yes, please provide the following information.</p> <p>Fully identify each elected official (visitor) to include:</p> <p>1. Full name and title of the individual _____</p> <p>2. Elected position they currently hold or previously held _____</p> <p>3. City, county, or state the individual represents/represented _____</p>	<p>Foreign Visitors Participating: Does your tour group include any Foreign Visitors (non US citizens)? Yes/No</p> <p>If yes, please fully identify each foreign visitor (non US citizen) to include:</p> <p>1. Name, rank (if applicable), nationality, date of birth, passport number _____</p> <p>2. Organization or business affiliation _____</p> <p>3. Purpose, location, and date/duration of visit to the US _____</p> <p>4. Name of organization/person hosting their visit to the US _____</p>

<p>Special Health Requirements:</p> <p>If any member of your tour group has any special health requirements, please list the specific needs to help ensure the tour can be adjusted to accommodate them. (E.g. walkers, wheelchairs, oxygen tanks, diet restrictions, allergies etc.)</p> <hr/> <hr/> <hr/> <hr/> <hr/>	<p>Specific Requests:</p> <p>Fully identify the amenity requested. What is your specific tour group interest?</p>
<p>Background Information about your tour group (listing alternate points of contact, group's organizational history if any, etc.)</p>	

*******BACKGROUND CHECKS*******

You will be responsible for providing the following information at a minimum of 14 duty days before the tour date:

- 1.) Full name (EXACTLY) as it appears on the driver's license or state ID for every person in the group who is 18 or older and enters through the base gates. * See note below.
- 2.) Date of birth
- 3.) Driver's license or state ID number
- 4.) State of issue

*** IMPORTANT NOTE***: If anyone in your group has a valid Military ID, we still require that person's driver's license information for a background check. Background checks must be conducted before entry into the installation is authorized. Security and safety are our top priorities - failure to provide this information for every person who is 18 years or older will be grounds for termination of the tour. We appreciate your full cooperation!

LAST NAME, FIRST NAME, MIDDLE INITIAL	DRIVER LICENSE # & STATE OF ISSUE (or State ID Number for age 17-below)	DATE OF BIRTH	LAST 4 of SSN or Passport #/Country
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Helpful Hints

1. Emails sent between .mil and non-mil email addresses cannot be encrypted. This document is password protected to protect Privacy Act/Personally Identifiable information between off-base visitors and on-base sponsors.
2. Special event applications are used when a military sponsor is having a one-time event where 10 or more civilian guests are expected to attend. The attached list must be completed and list the event, date, time and location. The sponsor will provide the full name in alphabetical order, date of birth, driver's license number and state of issue for each guest.
3. Requests are to be submitted three days prior to your event to allow sufficient processing time. Submit special events applications in person or scan and email (from an on-base domain computer) to the email addresses listed at the top of the special events application. Special event applications will only be accepted in the format provided above. All personnel entering the installation will be checked against the access list and allowed entry.
4. A fitness determination will be conducted on each person which involves checking to see if a person has criminal history. If there is criminal history which disqualifies a visitor from installation access the sponsor will be notified.
5. As a sponsor, you are assisting with maintaining good order and discipline, protecting personnel and the installations resources. You may also be responsible for the actions of persons being sponsored while on base.