

Bellows AFS Daily Access Request PRIVACY ACT STATEMENT

AUTHORITY: AFI 31-101, Integrated Defense

PURPOSE: Verification of access privilege/purpose to enter Bellows AFS.

SSN are used for further identification of individuals, Routine use(s); Entry Controllers will use the SSN or Controlled Picture ID (CPID) number as a means to verify a person is allowed to enter the installation.

Disclosure is voluntary: Failure to disclose required information will result access denial.

PROCEDURES:

1. Submit your request no earlier than 14 days or later than 5 days prior to the visit. **NO EXCEPTIONS!!**
2. One (1), DoD Card Holder can sponsor up to five (5) guests not riding in the same vehicle.
 - a. If the number of guest is greater than five (5), another Card holder must submit a request.
3. Email "I am requesting access to Bellows AFS on (DD MMM YY). to 18FSSDET2Bellows.sf@us.af.mil to initiate the process.
4. Download and complete this form. (Sponsors SSN is required and will be used to validate escort privileges through DBIDS)
5. Once you receive an email from NoReplyTo@mail.mil follow the steps on this [link](#) to submit the following documents via DoD Safe;
 - This form plus a photo of the guest's vehicles current registration card/safety inspection card/proof of insurance or rental agreement.
6. Security Forces will vet the members on the list and send you a confirmation if no unfavorable information was found.
 - Individuals with unfavorable information on their criminal record will be DENIED access.
7. Requests are processed Mon-Fri, 0800-1630.
 - If you receive no response with 48 hrs of submitting your request, please contact 808-448-4916.

Bellows AFS Sponsorship Rules:

By submitting this request you understand that you are solely responsible for your guest(s) and must ensure they follow all rules and regulations on Bellows AFS.

- * You will not leave your guest unattended.
- * Speed limit is 25MPH unless otherwise posted.
- * Consumption of alcohol on the beach is prohibited
- * Do not enter off limits areas, restricted areas or controlled areas
- * Pets are allowed during designated times and cannot remain overnight (except service animals)
- * Drones are not authorized
- * Seatbelts/safety restraints must be utilized at all times while vehicles are in motion.
- * Use of electronic devices while driving is prohibited unless hands-free
- * Children age 15 and under do not have to be added to this list, as long as they are with a vetted adult.
 - For children who appear to be 16+ parents will bring one of the following: SSN card, Passport, Birth Certificate to validate age.

WARNING CONSENT TO SEARCH, VEHICLE TOWING, REIMBURSEMENT AND IMPOUNDMENT

By accepting access to Bellows AFS your guest must understand that they are giving consent to search of their vehicle while it is entering, on or leaving the installation. If their vehicle is towed or impounded, your guest must agree to reimburse the towing agent on behalf of the vehicle owner/operator.

Visit Date:				Sponsors Name			
Sponsors Cell:				Sponsors SSN			
First Name	MI.	Last Name	ID Number/ST	Date of Birth	SSN	Nationality	
John	T.	Doe	856545358/TX	02 Feb 91	321-65-4789	US	

Staff Use Only

1. **Permanently Disqualifying Fitness Determination Standards.** The below conditions or offenses are considered prejudicial to good order, discipline and morale of the installation and cannot be waived by the CO or designated representative.
 - a) Wanted person (outstanding warrants)
 - b) Identified in the Foreign Fugitive File
 - c) Identified in the Immigration Violator File
 - d) Register in the National Sex Offender Registry (NSOR) Database
 - e) Known or Appropriate Suspected Terrorist (KST) File
 - f) Felony convictions for:
 - (1) Rape, child molestation or human trafficking
 - (2) Espionage, Sabotage, Treason or Terrorism
 - g) Other Felony Convictions. Other than the disqualifiers listed above, any convictions within the past 10 years is grounds for denying installation access. Felony convictions more than 10 years old except for those identified above do not require a waiver.
 - h) Identified in the Violent Person Crime File. A waiver from Det 2, 18 FSS/CC is required for persons identified in the Violent Person Crime File.
2. **Other Disqualifying Factors.** Bellows AFS maintains the following additional disqualifying factors preventing installation access:
 - a) U.S. citizenship, immigration status or Social Security Number (SSN) cannot be verified.
 - b) Current debarment from entry/access to any military installation facility.
 - c) Wanted by federal or civilian law enforcement authorities, regardless of the offense/violation (i.e. an "order of arrest" has been issued by a judge).
 - d) Incarcerated for 12 months or longer within the past five years, regardless of offense/violation.
 - e) Any charge or conviction for a sexual related offense or classified as a sexual offender. Appeals for personnel listed on the Sex Offender Registry will NOT be approved.
 - f) Any felony charge or conviction within the past 10 years and/or currently serving first year of parole or probation for any FELONY offense.
 - g) Multiple felonies beyond 10 years will also be grounds for installation access denial.
 - h) Any charge or conviction within the previous 10 years for drug related offenses.
 - i) Any person or organization that may be considered a security risk and/or their presence on the base is considered to be prejudicial to good order and discipline base on criminal and/or other records.