Notification of Unescorted Guest in Resident's Quarters Notification/Policy:

Guest must be registered with the Neighborhood Management Office (NMO). Written approval is required for all guests staying over 30 days. In addition to being registered with the NMO, your guests will require a background check (5512) through security if they plan on being unescorted at any time while visiting. *Unescorted access background checks applies to ALL persons over the age of 16 that are visiting the installation. If you escort a guest on board then you physically have to be in the same vehicle with the guest. Your guest will need identification as well.

The resident is responsible for contacting the Management office and filling out the appropriate paperwork at least 5 business days prior to the arrival of the guest, the resident is responsible for taking the appropriate paperwork to the VCC (Visitor Control Center) for approval. This will ONLY be done between the hours of 7am-3:00pm Monday through Friday ONLY.

Security requires the notification of at least **5 business days** prior to the arrival of the guest if unescorted privileges are requested so the background check can be approved. You will need the following information for your guest to complete the paperwork: Name, Gender, Citizenship, SSN, Date of Birth, Race, State Driver's License Number/State Issued/Expiration Date, Height, Weight, Hair Color, Eye Color and you will need the Sponsor Command and Sponsor Title. The guest is required to initial and sign the paperwork before it can be taken to security. Please remember if the guest, will be driving on base then they must have a valid driver's license, car registration and paper insurance card. All guests will also need a picture ID.

All foreign nationals must have a background check and must be escorted at all time. Security requires a 10 business day notification prior to arrival for the background check to be approved. All foreign national guests require additional paperwork for security. The management office has additional information if needed.