

GUEST PASS NUMBER(S)	1.	2.	3.	4.
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USAG GRAFENWOEHR SPONSOR/GUEST SIGN-IN AGREEMENT

I, _____, _____, _____, _____,
 Sponsor's Rank, Name (First, Middle, MI) (Print) Sponsor's SSN / Identification # Sponsor's Unit, Bldg # Sponsor's Phone # (SDO/CQ)

hereby acknowledge and understand that:

- I am responsible for my guest's(s') conduct during his/her (their) entire visit.
- My guest(s) is (are) not authorized to leave the installation with his/her (their) Visitor Pass(es).
- The visit will not exceed 24 hours from the date and time at which I signed in the guest(s).
- Upon completion of my guest's(s') visit, I must ensure that each of my guests returns, accompanied by either myself or some other person with sign-in privileges, to the gate where the sign-in took place, returns his/her Visitor Pass, and collects his/her identity document.
- Failure to comply with any of the above visitor sign-in policies and procedures may result in the revocation of my Visitor Sign-In Privileges for a period of up to 30 days for the first offense and 60 days for each consecutive offense.

LAST NAME FIRST NAME TELEPHONE NUMBER (HOME OR MOBILE)

GUEST #1: _____

GUEST #2: _____

GUEST #3: _____

GUEST #4: _____

Destination(s)	Vehicle Plate Number(s)	Vehicle Make/Model/Color(s)
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 Signature of Sponsor Date Time

Guest(s) Acknowledgement:
 I hereby acknowledge that if I fail to sign out within 24-hours of signing in, fail to return my assigned Visitor Pass to the location where I signed in, or leave the installation with the Visitor Pass in my possession, my access to the USAG Grafenwoehr may be suspended for up to 60 days from the date of the offense.

Einverstaendniserklaerung des Gastes:
 Hiermit anerkenne ich, dass mir der Zutritt zur US Armee Garnison Grafenwoehr fuer bis zu 60 Tage ab dem Datum des Verstosses gesperrt werden kann wenn ich mich nicht innerhalb von 24 Stunden nachdem ich mich eingeschrieben habe ausschreibe, meinen zugeteilten Besucherpas nicht an die Stelle zurueckgebe, wo ich mich eingeschrieben habe, oder die Einrichtung/Anlage mit dem Besucherpas in meinem Besitz verlasse.

_____ Guest #1 / Signature Gast #1 / Unterschrift	_____ Guest #2 / Signature Gast #2 / Unterschrift	_____ Guest #3 / Signature Gast #3 / Unterschrift	_____ Guest #4 / Signature Gast #4 / Unterschrift
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PRIVACY ACT STATEMENT: Authority - Section 6311 of Title 5 to USC authorizes collection of this information. Principal Purpose - To control local access to installations, buildings, and controlled spaces. Routine Uses - The social security number provides an interface with Installation Access Control Systems. Disclosure - Disclosure is voluntary, but failure to provide the requested information may result in denial of access to DOD facilities.
