

**BASE ACCESS REQUEST for NAF ATSUGI HALLOWEEN 2016**

**\*\* SPONSOR MUST FILL IN A FORM AND PRINT TO BRING TO PASS & ID OFFICE BY COB 14 OCT 2016**

Date: \_\_\_\_\_

From: \_\_\_\_\_  
Last, First Name                      Rate/Rank      SSN (last4).      Ph. #                      Organization/Command

To: Security Officer, NAF Atsugi  
Via: Pass and ID Office, NAF Atsugi

Subj: REQUEST FOR SPECIAL EVENT PASSES: NAF ATSUGI HALLOWEEN 2016

Ref: (a) NAFATSUGIINST 5512.9E

1. I request the attached list of persons be authorized to access NAF Atsugi to attend a (state a specific function).

NAF ATSUGI HALLOWEEN 2016 on \_\_\_\_\_ located at \_\_\_\_\_  
(NAME OF EVENT)                      (TIME/DATE OF EVENT)

2. Approximate number of guests will be \_\_\_\_\_.

3. Guests will arrive via the Main Pedestrian Gate about 16:00 and depart the base by 20:00.

**\*\* I understand that all guests 16 years old and above are required to have a valid photo ID with proof of nationality.**

4. Point of contact for this event is \_\_\_\_\_  
(Name/phone)

\_\_\_\_\_  
Signature of sponsor

**NOTE: IF THE GUEST IS OTHER THAN A JAPANESE NATIONAL OR SOFA SPONSORED, A VALID PASSPORT WITH CURRENT VISA OR ALIEN REGISTRATION CARD IS REQUIRED**

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FINAL APPROVAL

Date: \_\_\_\_\_

From: Security Officer, NAF Atsugi  
To: \_\_\_\_\_

- Your request has been APPROVED. Guests are required to be escorted on and off the facility.
- \_\_\_\_\_

\_\_\_\_\_  
SECURITY OFFICER

NO	Name (Last, First)	Nationality / Age	Sex
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			

**\*\* SPONSORSHIP IS AS FOLLOWS:  
ONE SOFA ADULT CAN SPONSOR 4 ADULTS WITH A  
MAXIMUM OF 3 CHILDREN PER ADULT.  
NOT TO EXCEED A MAXIMUM OF 10 GUESTS  
SPONSORED.**

## 2016 NAF ATSUGI HALLOWEEN GUIDANCE

- 29 October – This year Halloween will be celebrated on NAF Atsugi from 4 – 8 p.m.
- No trick or treating will be allowed prior 4 p.m.
- If you are planning to sponsor off-base friends to Trick or Treat you must fill out the proper document (This application form and parent consent form if needed).
- You can find the paperwork link on the NAF Atsugi’s webpage.
- The paperwork must be submitted to Pass and ID Office by OCT 14<sup>th</sup> (FRI) .
- Sponsorship is as follows: One SOFA Adult can sponsor four adults with a maximum of three children per adult, not to exceed a maximum of 10 people sponsored.
- All guests must be with sponsors at all times.
- All children under ages 16 (sixteen) must be accompanied by a parent during “Trick or Treat”.
  - If a parent will not attend, the child must have a parental consent form.
- Trick or Treating is only authorized in the Housing areas.

**SPONSOR SIGNATURE:**

**DATE:**

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I understand the policy and will be responsible for this Halloween event as the sponsor.