



CONTRACTOR PASS

- ✚ All **contractors** must present a passport to gain access (Japanese citizens may use a Japanese Driver's License or "My Number Card" with picture).
- ✚ This form must be complete prior to entry and the Sponsor/Designated Personnel **MUST** escort their crew members once they arrive.
- ✚ Vehicle access for contractors may be limited due to parking availability (**prior approval is necessary**).
- ✚ Contractors identified as belonging to a "**Designated Country**" are **NOT** authorized to use this form for access.
- ✚ Access may be granted up to **90 days** and the maximum number of **escorts is 3**.

Sponsor Name (Last, First, MI)		Rank/Title	Cell Phone Number	E-Mail Address	Unit/Organization
Contract Company		Contract Number		Work Email	
Purpose of Contract Work					
Dates Requested		Times Requested		X _____ Sponsor's Signature (Digital Authorized)	
From:	To:	From:	To:		

✚ To the Sponsor of below personnel: By signing this form you understand the guidelines and are responsible for your personnel's conduct at all times while at the New Sanno Hotel.

Escort Information

Last Name	First Name	Citizenship	Position	Cell Phone Number

Contract Vehicle Information

Make	Model	Color	Tag Number	JCI Expiration Date

Contract Employee Information

Last Name	First Name	Citizenship	Last Name	First Name	Citizenship

FOR NEW SANNO ADMIN USE ONLY DO NOT MARK BELOW THIS LINE

Security Records Check		Approved By	
Records on File: Yes <input type="checkbox"/> No <input type="checkbox"/>	Not Valid Without Original Signature Access may only be granted by authorized official	X _____	

