



**VISITOR ACCESS PASS**

- ✚ **All visitors** shall present a valid photo ID (Passport, Japanese Driver's License, Japanese Residence Card, or Japanese "My Number Card" with photo).
- ✚ Approved "Visitor Access Pass" and valid photo ID is required for access. Sponsor or competent "eligible" escort **SHALL** remain with guest once on premises.
- ✚ Official Visitors must present official agency credentials for access.
- ✚ Visitors identified as belonging to a "**Designated Country**" are **NOT** authorized to use this form for access.

Sponsor Name (Last, First, MI)		Rank/Title	Cell Phone Number	E-Mail Address	Unit/Organization
Purpose of Visit / Event				Room Reservation with Overnight Guest(s) Yes <input type="checkbox"/> No <input type="checkbox"/>	
Dates Requested From:                      To:		Times Requested From:                      To:		X _____ Sponsor's Signature (Digital Authorized)	

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

**Visitor Information**

Last Name	First Name	Citizenship	Childs Age	Last Name	First Name	Citizenship	Childs Age

- ✚ **Sponsors and eligible escorts** 18 or older may escort up to **6 guests for general access** and no more than **20 guests for Special Events to include Sunday Brunch**.
- ✚ Escorting over the allowed number requires approval from the New Sanno Director/General Manager via the Security Director.
- ✚ Government Officials, to include military/security agency members, or government funded institutions require OSD approval.
- ✚ Government Officials, to include military/security agency members, require USFJ J5 coordination (Required documents to submit with Access Request Form: Copy of passport with entry stamp and/or resident alien card (front and back).
- ✚ The New Sanno Hotel Director/General Manager via the Security Director may withdraw or revoke escort privileges for failure to comply with escort requirements. Personnel who fail to adhere to the escort requirements may be subject to the following administrative actions below or additional actions as directed by The New Sanno Hotel Director/General Manager and/or Security Director.
- ✚ **All violations shall be annotated in the Consolidated Law Enforcement Operations Center (CLEOC). Below Escort Violation Chart list the minimum penalties of numbered offenses. Management reserves the right to waive this process and permanently revoke escort privileges for any egregious practices.**

1 <sup>st</sup> Offense	Warning letter issued by the Security Director (SECDIR) to individual
2 <sup>nd</sup> Offense	Formal letter issued by the SECDIR to individual's Department Head, Supervisor, Sponsor, and/or eligible escort.
3 <sup>rd</sup> Offense	Formal Letter issued by the SECDIR to Individual and Commanding Officer/Civilian Equivalent initiating a <b>1-year revocation</b> of escort privileges.

**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"/>	X
Not Valid Without Original Signature Access may only be granted by authorized official	



**CONTINUATION PAGE**

**Visitor Information**

Last Name	First Name	Citizenship	Childs Age	Last Name	First Name	Citizenship	Childs Age