



# U.S. Naval Joint Services Activity THE NEW SANNO

- Request must be submitted **30 days** prior to event/visit; no exception.
- Requestor must submit a **copy** the guest's passport, Japan Alien Registration Card, or other official ID issued by the GOJ.
- Sponsor **MUST** escort their guest **AT ALL TIME** once they arrive.



## DESIGNATED COUNTRIES

Afghanistan	Cuba	Jordan	Mali	Saudi Arabia	Turkey
Algeria	Democratic Republic of Congo	Kazakhstan	Nicaragua	Serbia	Turkmenistan
Armenia	Egypt	Kenya	Niger	Somalia	Uganda
Azerbaijan	Georgia	Korea, DPR***	Nigeria	South Africa	United Arab Emirates
Belarus	Hong Kong**	Kyrgyzstan	Pakistan	Syria	Venezuela
Bolivia	India	Laos	Palestinian Territory, Occupied	Taiwan (ROC)***	Vietnam
Burkina Faso	Iran (Islamic Republic Of)***	Lebanon	Russian Federation***	Tajikistan	Yemen
China**	Iraq	Macau**	Rwanda	Tunisia	Zimbabwe
Colombia	Israel				

## Sponsor's Information (Print Clearly in Block Letters)

Sponsor Name (Last, First, MI)		Rank/Title	Cell Phone Number	E-Mail Address	Full SSN
Unit/Organization and Telephone Number		Command Address		Relationship to Guest	
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)	

## Sponsored Guest's Information

Full Name (Last, First, MI)	Nationality	Date of Birth
Place of Birth	Address in Japan	Address in Home Country
Phone Number in Japan	Email address	Passport Type and Number
Residence Card # (If Applicable)	Occupation	Name of Employer (Company / Organization)

## Screening Questions

Have you ever been employed by a Non-U.S. government agency?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
(If Yes), Name of Government agency/organization		
Position/Title		
Have you ever been employed by a Non-U.S. military service?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
(If Yes), Name of Military agency/organization		
Military position/rank		

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.

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

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 member
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 1-year revocation 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"/> <input type="checkbox"/>	X
Not Valid Without Original Signature Access may only be granted by authorized official	