



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	Ecuador	Jordan	**Macau	Saudi Arabia	Tajikistan
Algeria	Egypt	Kazakhstan	Nicaragua	Serbia	Tunisia
Armenia	Georgia	Kenya	Nigeria	Somalia	Turkey
Azerbaijan	**Hong Kong	Korea, Democratic People's Republic Of	Oman	South Africa	United Arab Emirates
Belarus	India	*Kuwait	Pakistan	Sudan	Uzbekistan
**China	Indonesia	Kyrgyzstan	Palestinian Territory, Occupied	South Sudan	Venezuela
Cuba	*Iran (Islamic Republic Of)	*Lebanon	Qatar	Syrian Arab Republic	Vietnam
Djibouti	Iraq	Libya	*Russian Federation	**Taiwan (ROC)	Yemen

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

✚ 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 checked="" type="checkbox"/> No <input type="checkbox"/>	Not Valid Without Original Signature Access may only be granted by authorized official
	X