

LAUGHLIN AFB VISITOR CONTROL CENTER SPECIAL EVENT FORM

Privacy Act Statement

All information provided on this form is protected under the Privacy Act of 1974, 5 USC §522a

Section I. Filled Out By Visitor Center Staff Upon Turn-In for Processing

CONTROL NUMBER	
VISITOR CENTER STAFF SIGNATURE	

Section II. Requirements

Each event must have a list containing their full legal name such as Last name, First name, Date of Birth, Social Security Number for the individuals, in **alphabetical order**. Given names need to be match, as it appears on person(s) driver license/social security card. Sponsors must send EAL via encrypted email to 47sfs.passregistrationvcc@us.af.mil. If the EAL cannot be sent by encrypted email, the sponsor must hand carry the EAL to the visitor center. EAL's must be received no later than 7 business days prior to a scheduled event. All EAL's must be signed before being submitted. This is the only format in which EAL's will be accepted. When EAL's are **properly submitted, and visitors have been vetted, their identity will be proofed at the Gate at the time of arrival for the event.** (Due to the workload on the visitor center staff, last minute changes cannot be added to the EAL. Any additions within 7 days of event will require the sponsor to sponsor the guest at the Main Gate)

Section III. Event Information

FUNCTION	
LOCATION OF FUNCTION	
DATE(S) OF FUNCTION	
TIME FUNCTION STARTS & ENDS	

Section IV. SPONSOR/Point of Contact Information

NOTE: Phone Numbers are needed so we can reach you in case there is an issue with the special event list. It is not required to list all three phone numbers; just the number you can be contacted at anytime.

SPONSOR FULL NAME <small>(must be affiliated to LAFB)</small>	
SPONSOR <small>(Military Only)</small> ORGANIZATION	
HOME PHONE NUMBER	
WORK PHONE NUMBER	
MOBILE PHONE NUMBER	
SPONSOR SIGNATURE	

Section V. Special Event Guest List

Controlled Unclassified Information

47th Security Forces Squadron Entry Authority List

NOTE: Last name, First name, Date of Birth and Social Security Number of the individuals in **alphabetical order** for all guests 18 and over. Provide Last name, First name, and Date of Birth for individuals under 17. **Do not add DoD ID card holders to this list.**

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Controlled Unclassified Information
47th Security Forces Squadron Entry Authority List

[illegible]

Controlled Unclassified Information

47th Security Forces Squadron Entry Authority List

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