



Privacy Act Data Cover Sheet

To be used on
all documents
containing personal
information

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DD FORM 2923, SEP 2010

THIS FORM SHALL BE SUBMITTED WITH COMPLETED 1-DAY OFFICIAL ENTRY/EXIT REQUEST

1-DAY OFFICIAL ENTRY/EXIT REQUEST Date:

Sample

(Must Submit to PMO Admin DURING WORKING HOURS 3 BUSINESS DAYS IN ADVANCE)

Name of Escorter	Sample	Grade:	Sample	DoD ID#	Sample	QTRS#
Name of Sponsor	Sample	Grade:	Sample	DoD ID#	Sample	
Organization	Sample	TEL#	Sample	Sample	RTD:	Sample
		Work	Cell	Phone		MM/YY
Destination:	Sample	From:	Sample	Sample	To:	Sample
		Time	Date		Time	Date
Purpose of Request:	Sample					

**日本語で記入する場合、名前及び国籍は英語表記でも記入すること / You can fill out all in Japanese except guests name and nationality.

**17歳以下で親の同伴がない場合は承諾書が必要/ Children 17 years old or younger traveling without their parents need to attach signed "Permission Statement"

PRINT NAME OF GUEST (氏名)	NATIONALITY	ADDRESS, TEL#	PLACE OF WORK	VEH#	BADGE#
DOB (生年月日) DD/MM/YY, AGE (歳)	PASSPORT#	(住所、電話番号)			
1 Taro IWAKUNI 25/04/80, 39	Japanese Passport# xxxxxxxx	1-2-3, Iwakuni, Yamaguchi, Japan 0827-79-xxxx	ABC Corporation	Yamaguchi 400 WA 12-34	
2	ID type (passport or driver's license) and its number				
3					
4					
5					
6					
7					
8					
9	Valid Picture ID: "Passport (original)" or "Driver's License WITH original Jyumin Hyo with permanent address (Honseki-chi)"				
10					

1) GUEST(S) MUST BE ESCORTED AT ALL TIMES WHILE ON THE INSTALLATION. PASS(ES) MUST BE RETURNED TO THE MAIN GATE SENTRY WHEN YOUR GUEST(S) EXIT THE AIR STATION.

2) Your respective guest(s) must check in upon entering the Air Station and be issued a visitor's pass. A Vailed picture I.D. is required at Main Gate when checking in.

3) Facility access is contingent upon MCX and DECA policy and should be addressed with each facility directly.

4) Those guest(s) who attend club activities must check out and exit the Air Station within 30 minutes of respective club's closing.

5) A violation of this authorization may result in disciplinary action up to termination of sponsorship privileges.

Leave Blank

Approving Official

Leave Blank

PRINT NAME

Leave Blank

Sponsor's Signature

H-1

"For Official Use Only - Privacy Sensitive : Any misuse or unauthorized disclosure may result in both civil and criminal penalties"