



# 374 SFS PASS PROCEDURES FOR UNOFFICIAL VISITS



NOTE: Any unofficial visitors staying with the sponsor in on-base family housing must follow all guidance in AWPAM 32-6001. Contact 374 CES/Family Housing if you have any questions.

NOTE: Any person (immediate family or not) who is a citizen from a designated third country IAW USFJI 31-204A1, will only be handled at the Pass & Registration (P&R) office (B993).

## Length of Passes

- Short-Term – 7 days or less.
  - Issued at Fussa Visitor Control Center (VCC) (B450) 0800-2200 Hours/Everyday
  - Official/Contractor Passes P&R (B993) 0730-1500 Hours/Monday-Friday
- Long-Term – 8 days or more
  - Can only be issued at P&R (B993) in person or virtually via 374 SFS/PR1A

## Types of Passes

- Escorted Passes
  - Sponsor required to always be with their guest(s)
  - Short-Term passes can be requested by walk in at the VCC / P&R or virtually via 374 SFS/PR1A form process below (must be submitted **3 duty days** in advance)
  - Virtual process eliminates the need to wait and process passes by walk in
- Unescorted Passes
  - Sponsor not required to be with their guest(s) for access or while on installation
  - Long-Term passes can be requested in person at P&R or email via the 374 SFS/PR1A form process below. Pre-coordination for *US Citizens* must be submitted **3 duty days** in advance and *Foreign Nationals* must be submitted **30 duty days** in advance
  - Must explain specific purpose for base entry. Examples include, but are not limited to, of authorized purposes can be visits such as visiting family or dependent care
  - **Must send a color digital (electronic) photocopy of a valid id with request**

- Sponsors are responsible for all guests, even when unescorted. Any exceptions to timelines must be coordinated through unit leadership for 374 SFS/CC decision
- Unescorted passes can be submitted virtually, but must be picked up in person at P&R

## **374 SFS/PR1A Form Process**

- Follow these procedures to obtain a pass via the 374 SFS/PR1A form:
  - Retrieve the 374 SFS/PR1A Form and complete the instructions shown on page one.
  - Submit the pass request of ID being used for access to:  
[374SFS.S5PR.PassRequests@us.af.mil](mailto:374SFS.S5PR.PassRequests@us.af.mil)
  - Approved escorted passes will be emailed back to the sponsor.
  - Approved unescorted passes must be picked up at P&R (B993). The sponsor will be notified when the pass is available for pick-up.
  - If you have any questions contact 374 SFS/S5PR via the above email, or call 225-8333/8550

