



# 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

Official/Contractor Passes P&R (B993) 0730-1500 Hours/Monday-Friday  
Fussa Visitor Control Center (VCC) (B450) 1500-2200 Hours/Everyday  
0800-2200 Weekends, Holidays, and Family Days

- Long-Term- 8 days or more

Can be issued in person at P&R (B993) 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 / Long-Term passes can be requested at P&R or virtually via 374 SFS/PR1A form process below (must be submitted 5 duty days in advance)
- Virtual process eliminates the need to wait and process passes by walk in

**IF SUBMITTING VIRTUALLY: MUST SEND A COLOR DIGITAL  
(ELECTRONIC) PHOTOCOPY OF A VALID ID WITH REQUEST**

- Unescorted Passes

- Sponsor not required to be with their guest(s) for access or while on installation
- Advance requests must be submitted 30 duty days before date of entry
- 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.
    - **Please notify our office head of time if your guest has any criminal history. Disqualifying information discovered about your guest may lead to access denied.**
    - If you have any questions contact 374 SFS/S5PR via the above email, or call 225-8333/8550
- \*\*passes not submitted 5 duty days in advance (before) guest arrival will not be processed.

**PLEASE CAREFULLY READ PAGE 1 AND FOLLOW ALL DIRECTIONS/  
INSTRUCTIONS OR CAN LEAD IN DELAYS**

