

VISITOR INFORMATION FOR 180TH FIGHTER WING

(TYPED FORMS ARE PREFERRED, HANDWRITTEN FORMS WILL BE ACCEPTED ONLY IF LEGIBLE.)

TOUR GROUP: \_\_\_\_\_  
TOUR POINT OF CONTACT: \_\_\_\_\_  
TOUR DATE (yyyy mm dd): \_\_\_\_\_  
INDIVIDUAL COMPLETING FORM\*: \_\_\_\_\_

\*THE ACCURACY OF THE INFORMATION CONTAINED ON THIS FORM IS THE RESPONSIBILITY OF THE SUBMITTING INDIVIDUAL.

INFORMATION ON INDIVIDUAL’S ATTENDING TOUR:

DATE FORM SUBMITTED TO SECURITY (dd mmm yy): _____ 180TH BASE POC AUTHORIZED SIGNATURE: <b>X</b>	SECURITY USE ONLY DATE: _____ SFS INITIALS: _____
180TH POINT OF CONTACT FOR INFORMATION (PERSON TO CONTACT FOR ESCORTING VISITORS UNTIL BACKGROUND CHECK(S) ARE RETURNED):  NAME/RANK: _____  DUTY SECTION: _____ DUTY PHONE: _____	

FULL NAME (Last, First)	DOB (yyyy mm dd) (i.e. 2024 01 21)	SSN (NO dashes)	DRIVER’S LICENSE / STATE ID INFO		IS THIS PERSON UNDER 18 #	SFS USE
			NUMBER	STATE		Y / N

# IF PERSON IS UNDER 18 YEARS OF AGE, JUST THE NAME IS REQUIRED AND AN "X" OR "Y" IN THE UNDER 18 COLUMN. BACKGROUND CHECKS CANNOT BE RUN ON MINORS  
UPON COMPLETION OF THIS FORM (INCOMPLETE FORMS WILL BE RETURNED TO THE BASE POINT OF CONTACT), FORWARD TO SECURITY BY ONE OF THE METHODS LISTED ON THE REVERSE SIDE OF FORM. PERSONNEL AUTHORIZED TO SUBMIT FORMS ARE THE 180th FIGHTER WING PUBLIC AFFAIRS OFFICE.

INFORMATION CONTAINED ON THIS FORM IS FOR OFFICIAL USE ONLY

## **FORM SUBMISSION GUIDELINES**

NOTE: INCOMPLETE FORMS WILL BE RETURNED TO THE LISTED TOUR POC.

A form is considered incomplete if it missing information or does not follow the proper guidelines listed on Page 1, to include:

- ALL information must be typed onto the form. The only exceptions are signature blocks.
  - Dates must be in the proper format (yyyy mm dd – example 2024 01 21).
  - If an individual does not have a driver's license, a State ID number must be provided.
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Forward completed forms to Security by one of the following methods:

1. TOUR POC:

- A. Forward the completed form(s) to 180<sup>th</sup> Public Affairs or to the 180 FW/Base Tours (180FW.BASE.TOURS@us.af.mil) email organizational box.

2. 180<sup>th</sup> PUBLIC AFFAIRS:

- A. Forward the **original**, completed form to the 180 FW/Base Tours (180FW.BASE.TOURS@us.af.mil) email organizational box.

The Privacy Act of 1974, a U.S. federal law that governs the collection, maintenance, use, and dissemination of personally identifiable information about individuals that is maintained in systems of records by federal agencies.

To learn more about the Privacy Act of 1974, visit: [Office of Privacy and Civil Liberties | Privacy Act of 1974 \(justice.gov\)](#)