

REQUEST FOR USAFA ACCESS PASS **ONLY** FOR CAP CADETS

I. From CAP Member _____ Driver License _____
Last Name, First Name, MI

II. CAP member ID _____ CAP member date of birth _____
CAP member RANK _____ CAPID expire _____

III. Please **circle one** and complete all requested information.

I am renewing my existing pass.

I do require a pass, I submit the following information for my **parents or guardians (MAXIMUM OF THREE)**:

1. Parent's Full Name _____

Parent's Date of Birth _____ Driver License _____

2. (Other) Full Name _____

(Other) Date of Birth _____ Driver License _____

3. (Other) Full Name _____

(Other) Date of Birth _____ Driver License _____

I may be contacted at _____ and/or _____
(phone number) (email)

IV. BASE ACCESS POLICY (READ CAREFULLY BEFORE SIGNING). After signing this form, give it to your Squadron Commander (or designee). **DO NOT GIVE THIS FORM TO THE USAFA VISITOR CENTER.** I understand that, after my Cadet's membership has been accepted by National Headquarters, Civil Air Patrol, and my information has been provided to USAFA security forces, I may then obtain a pass until the expiration date of my Cadet's membership at the visitor center weekdays (excluding federal holidays) from 8:00 am to 2:30 pm. Direct any questions to the Colorado Wing Administrator, CAP at 719-556-8280 (weekdays) from 7:30 am to 4:30 pm. I also understand that my base pass is only valid for the installation where it was obtained, and may not be valid at any other installation or facility. **I understand a pass will not be issued until my Cadet's membership has been approved by NHQ CAP.** I further understand that the base pass roster may take up to three business days to process at the visitor center. Please return this request to the Squadron Commander when completed. Please allow approximately 3-5 business days to process prior to acquiring your base pass at the Visitor Center.

REQUIRED:

I _____ have been briefed on US Air Force Academy Base Access policies and procedures.

Cadet Signature

CAPID

Cadet parent signature

Squadron Commander Signature **CAPID**
(Required for Validation)

INSTRUCTIONS AND GUIDANCE FOR COMPLETING REQUEST FOR USAFA ACCESS PASS FOR CAP CADETS.

ITEM

I. Self-explanatory.

II. Complete all applicable fields. Additional guidance is contained in CAPR 1-2.

III. Indicate action requested and check the appropriate selection below. **Check only one action.** For example, a CAP Member who already has USAFA access through the DBIDS system may circle the first choice and proceed directly to ITEM IV. A CAP Member who already has access through other means (active duty, retiree, dependent, CAC card, etc) may circle the second choice. New CAP Members will select the third choice and will include up to a maximum of three additional persons, at least one of which **must** be the Cadet's Parent or Guardian, who will include their contact information as follows.

IV. Self explanatory.