

**REQUEST FOR USAFA ACCESS PASS ONLY  
FOR CAP SENIOR OFFICERS**

I. From CAP Member \_\_\_\_\_  
Last Name, First Name, MI

II. CAP member ID \_\_\_\_\_ CAP member date of birth \_\_\_\_\_  
CAP member RANK \_\_\_\_\_ CAPID expire \_\_\_\_\_  
Driver License Number and State Issued \_\_\_\_\_

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

I am renewing my existing pass.

I do require a pass.

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 membership has been accepted by National Headquarters, Civil Air Patrol, and my information has been provided to the US Air Force Academy security forces, I may then obtain a pass until the expiration date of my 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 membership has been approved by NHQ CAP. I further understand that my base pass may not include escort or commissary privileges. Photography, video or recording equipment are forbidden on or near the flight line. Personal firearms are not allowed on the base at any time.**

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

**REQUIRED:**

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

\_\_\_\_\_  
**Senior Officer Signature** CAPID

\_\_\_\_\_  
**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.

IV. Self explanatory.