

DEPARTMENT OF HOMELAND SECURITY  
**FEDERAL LAW ENFORCEMENT TRAINING CENTERS**  
**VISITOR ACCESS REQUEST**

Privacy Act Statement:

Authority: 5 U.S.C. 301; the Homeland Security Act, codified in Title 6 of the U.S. Code; 44 U.S.C. 3101; and Executive Order (EO) 9397; EO 12968; and Federal Property Regulations, issued July 2002.

Purpose: The purpose for collecting and maintaining this information is to allow individuals access associated with DHS/FLETC facilities and perimeter access control, as well as visitor security and management.

Routine Uses: System of Records Notice (SORN) DHS/ALL-024 located at <https://www.govinfo.gov/content/pkg/FR-2010-02-03/html/2010-2206.htm>.

Disclosure: Disclosure of this information is voluntary. Failure to provide requested information may result in denial of access to the FLETC property.

**SECTION A - To be completed by Applicant**

1. Applicants Full Name:  (Last, First, Middle)

Aliases Used (nicknames, maiden names, etc):

2. Residential Address: Street Address:   
City, State, Zip code:

3. Driver's License: State  Driver's License #:

4. Country of Citizenship (List all that apply \*):  (\* If not a U.S. Citizen, you must complete the DHS Form 11055 or 11059)

5. Dual Citizen:  Yes  No 6. Place of Birth (City and State):  7. Date of Birth:

8. Gender:  Male  Female 9. Social Security #:  10. Current PIV/CAC Card:  Yes  No

11. Contact Information: Home or cell phone number:  E-mail:

12. Date Completed:

**SECTION B - To be Completed by Sponsor (Must be a Federal Employee)**

1. Sponsor Name:  Agency:   
E-mail Address:  Office/Cell Number:

2. Type of access requested for Applicant:  Graduation Guest  Frequent Vendor  One Time Vendor  PO Staff  
 5 Day or Less Visitor  5 Day or Less Contractor  Frequent Visitor  Transporter/CU/FLETC REC

3. Class Number (if a Graduation Guest):

4. Relationship to Applicant (if a Visitor):

5. Company Name (if a Vendor or a 5 Day or Less CTR):

6. Requested Access Dates: Start Date:  Work End Date:

**SECTION C - To be Completed by FLETC Security**

1. NCIC Check:  No Results Found  Results Found

2. Type of Badge to be Issued::  5 Day or Less Contractor  5 Day or Less Visitor  PO Staff  
 ARN:   Frequent Visitor  One Time Vendor  Transporter/CU/FLETC REC  
 FBI Number:   Frequent Vendor  Graduation Guest

3. OSPR Decision:  Approved  Denied  
Approved Start Date:  Approved Expiration Date:   
OSPR Initials:  Date:

Notes: