United States Army Student Detachment

REQUEST VISITOR PASS/PERM CERTIFICATE/INDOCTRINATION/TOKEN WORKSHEET

FOR OFFICIAL USE ONLY // PRIVACY ACT PROTECTION REQUIRED

Visitor Pass: ☐ **PERM CERT:** ☐ **INDOCTRINATION (READ-ON) / TOKENS:** ☐

Section 1 REQUESTOR's INFORMATION

LAST _____ **FIRST** _____ **MIDDLE** _____

SSN: ☐☐☐ - ☐☐ - ☐☐☐☐ **Duty Location** _____

DATE OF BIRTH **Day:** ☐☐ **Month:** ☐☐ **Year:** ☐☐☐☐

Place of Birth: **City** _____ **State** _____ **Country** _____

RANK _____ **MOS/Job Series:** _____ **Status:** **Civilian** ☐ **Contractor** ☐ **Military** ☐ **Other** _____

Section 2 CLEARANCE PASS / PERMANENT CERTIFICATE

Location of Visit: _____

SMO Code of Location Visiting: _____

Purpose of Visit (Meeting, Training, Consultation , Detail): _____

Point of Contact/Sponsor (Not the Requestor in Section 1): _____

Point of Contact/Sponsor Telephone Number: ☐☐☐ - ☐☐☐ - ☐☐☐☐

Length of Visit (beginning and end date): **Start** _____ **End** _____

Level of Access for Visit (Collateral,Secret, Top Secret, etc): _____

Section 3 INDOCTRINATION / TOKENS / TRANSFER-IN-STATUS

Level of Access Requesting / Tokens _____

Reason for Indoctrination / Tokens: _____ **Transfer in Status** ☐

Closest Military Location: _____

SMO Code for INDOC / Tokens Assistance: _____

Verifying Official for SCI Indoctrination / Tokens *(Not the Requestor)*

Name: _____ **Phone Number:** ☐☐☐ - ☐☐☐ - ☐☐☐☐ **Date:** _____

Email Address: _____ **Signature of Verifying Official:** _____

NOTE: ***Complete this form for SIPR Tokens, Visitor Passes, Permanent Certificates, Read-ons, and Transfer-in-Status.***

Visitor Pass - less than 1 Year; Complete Sections 1 and 2

Perm Cert - greater than 1 Year, Complete Sections 1 and 2