

<b>GUEST PASS NUMBER(S)</b>	1.	2.	3.	4.
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**USAG BAVARIA SPONSOR/GUEST SIGN-IN AGREEMENT**

I, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_,  
 Name (First, Middle, Last) (Print) Rank/ DOD ID # or Identification # Address, Unit, Bldg # Phone # of quarters or handy #

Hereby acknowledge and understand that:

- I am responsible for my guest's(s') conduct during his/her (their) entire visit.
- My guest(s) must be **physically escorted at all times.**
- The visit will not exceed 24 hours from the date and time at which I signed in the guest(s).
- Upon completion of my guest's(s') visit, I must ensure that each of my guests returns, accompanied by myself, to the gate where the sign-in took place, returns his/her Visitor Pass, and collects his/her identity documents.
- Failure to comply with any of the above visitor sign-in policies and procedures will result in the revocation of my Visitor Sign-In Privileges for a period of up to 30 days for the first offense, 120 days for second offense and 1 year for the third offense.

<u>LAST NAME</u>	<u>FIRST NAME</u>	<u>TELEPHONE NUMBER (HOME OR MOBILE)</u>
GUEST #1: _____		
GUEST #2: _____		
GUEST #3: _____		
GUEST #4: _____		

Destination(s)	Vehicle Plate Number(s)	Vehicle Make/Model/Color(s)
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\_\_\_\_\_  
 Signature of Sponsor Date Time

**Guest(s) Acknowledgement:**

I hereby acknowledge that failure to comply with any of the above visitor sign-in policies and procedures may result in the revocation of my Visitor Privileges for a period of up to 30 days for the first offense, 120 days for second offense and 1 year for the third offense.

**Einverstaendniserklaerung des Gastes:**

Hiermit anerkenne ich, dass mir der Zutritt zur US Armee Garnison Bavaria fuer bis zu 1 Jahr ab dem Datum des Verstosses gesperrt werden kann, wenn ich nicht innerhalb von 24 Stunden ausgeschrieben werde und meinen zugeteilten Besucherpass nicht an die Stelle zurueckgebe, an der ich eingeschrieben wurde.

_____ Guest #1 / Signature Gast #1 / Unterschrift	_____ Guest #2 / Signature Gast #2 / Unterschrift	_____ Guest #3 / Signature Gast #3 / Unterschrift	_____ Guest #4 / Signature Gast #4 / Unterschrift
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**PRIVACY ACT STATEMENT:** Authority - Section 6311 of Title 5 to USC authorizes collection of this information. Principal Purpose - To control local access to installations, buildings, and controlled spaces. Routine Uses - The social security number provides an interface with Installation Access Control Systems. Disclosure - Disclosure is voluntary, but failure to provide the requested information may result in denial of access to DOD facilities.

Sign-In Guard's Initials: \_\_\_\_\_