

USFK FORM 82-E Application

Sir/Ma'am,

Here are the required documents to start the process of obtaining a 37EK (Short-Term Visitors Pass). Please fill out these forms and hand-carry them to Pass & ID (Bldg. 765). Please remember that for the requesting signature you do not have to go through your chain of command. Sponsors are able to sign as the requesting authority under Section III. Include the dates of visit, a brief description of your travel intentions, and a mobile phone number to contact you in Block 14. Also, keep in mind that passes are only valid for a maximum of 60 days. Once completed, enclose a scanned photo copy of the visiting individual's passport to the application. Whenever the application is finished and fully processed our office will give you a call on the contact number or e-mail address you present in Block 14. Please wait until your visitor is on station and bring them to Pass & ID with their passport for issue. Be sure to select DBIDS registration at the kiosk. Routing can take anywhere from 1-2 weeks. For any questions or concerns please contact Pass & ID at 0505-784-1853.