

GATE PASS REQUEST*(Prescribing Document – Security Handbook)***PRIVACY ACT STATEMENT**

Authority: 10 U.S.C. 5013, Secretary of the Navy; 10 U.S.C. 5041, Headquarters, Marine Corps; and E.O. 9397 (SSN).

Purpose: To collect information to adjudicate access to SSC San Diego campuses.

Routine Use(s): In addition to those disclosures generally permitted under 5 U.S.C. 552a(b) of the Privacy Act, these records or information contained therein may be used by the SSC San Diego Physical Security Office in determining issuance of vehicle passes for entry to SSC San Diego campuses.

Disclosure: Voluntary, however failure to provide information may result in denial of vehicle pass.

NEW RENEWAL

**SPONSOR
EMPLOYEE/CONTRACTOR**

SPONSOR'S NAME <i>(Last)</i>	SPONSOR'S NAME <i>(First)</i>	SOCIAL SECURITY NUMBER
E-MAIL ADDRESS	PHONE NUMBER	BADGE EXPIRATION (MM/YY)

GATE PASS DRIVER

NAME <i>(Last)</i>	NAME <i>(First)</i>	SOCIAL SECURITY NUMBER
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ACCESS GATE	JUSTIFICATION
<input type="checkbox"/> CATALINA ONLY <input type="checkbox"/> ALL GATES	<input type="checkbox"/> SPOUSE/FAMILY MEMBER <input type="checkbox"/> CARPOOL <input type="checkbox"/> OTHER <i>(Specify)</i>

RESPONSIBILITY STATEMENT

I hereby request a gate pass for the above person and agree to the following:

- (1) I will not lend the gate pass to an unauthorized person, use it for purposes which could be detrimental to the Navy or this command, or alter the pass.
- (2) I will inform the user that this pass only allows them to drive in and drop off/pick up personnel. It does not allow them to leave the car.
- (3) I will return the gate pass to security under the following conditions:
 - (a) upon demand
 - (b) the pass is expired
 - (c) when access is no longer required
 - (d) upon termination
- (4) I will inform the user they must have a current U.S. Government-issued picture identification with them at all times.

SPONSOR'S SIGNATURE	DATE
SIGNATURE <i>(Branch Head or Above)</i>	DATE