



Joint Base Andrews New Base Access Procedures

Starting on Sept. 8, 2015 **all unescorted visitors will have to be preannounced to the JBA Visitor Control Center utilizing below procedures.**

New procedures require sponsors to submit an electronic form to the VCC org box 72 hours in advance. Visitors will now be screened prior to being granted access to JBA.

1. Visit JBA homepage
2. Follow the link to Visitor Control Center site
3. Download "[Unofficial Visitor Center Request Form](#)".
4. Complete form and send to VCC Org box from secure ".mil" e-mail address:
usaf.jbanafw.afdw-staff.mbx.11-ssptf-visitor-center@mail.mil

* If you do not have access to a secure ".mil" e-mail address, please visit the VCC to fill out a Visitor Request form. Once approved visitors 18 and over must provide valid Driver's License or State ID at any installation gate.

*Trusted Traveler Program - Valid cardholders with escort authority may vouch for individuals in their immediate vehicle not to exceed 10 members without following steps 1-4 above. Vouching for visitors in follow on/trail vehicles is prohibited.

*Home Delivery (Follow Steps 1-4)

- Sponsors are no longer required to meet delivery vehicles at the Pearl Harbor Gate. In order to take advantage of this procedure, the sponsor must still submit a visit request form. We realize that often times the sponsor may not know the name of the driver making the delivery, however providing the company name is acceptable. Delivery and driver will be verified the day of entry; however, the sponsor must be reachable by Security Forces personnel to validate the service/delivery, otherwise your delivery will be denied access to JBA

11 SSPTS Visitor Control Center

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