21 November 2024

MEMORANDUM FOR SPECIAL EVENT REQUESTOR

FROM: VISITOR CONTROL CENTER

SUBJECT: BASE ACCESS LIST (BAL) INSTRUCTIONS

1. The VCC is open Monday – Friday 0600-1700 and Weekends 0700-1700, CLOSED on all Federal Holidays. Visitors must proceed to the installation gate with a valid ID/Driver's License for entry access.
2. Please ensure you get us the BAL request NLT 5 duty days prior to the event.
3. The BAL must be 10 or more personnel with all of the following information:
	1. Name of the Event
	2. Date and Time
	3. Location of the event (i.e., Soundside/Main Base)
	4. Sponsor’s name, rank, contact information, and point of contact during the event (can be the same as the sponsor).
4. Visitors’ information must include:
	1. Name: Last, First, and Middle initial
	2. Last four of their Social Security Number
	3. Driver’s License Number with State
	4. Date of Birth
5. For Foreign citizens, you must provide their foreign passport number and Country.
6. After BAL is completed, email the form using a government email to 1SOSFS.SFOXI.DL@us.af.mil. Please include the acronym BAL in the subject line.
7. Sponsor’s will be notified of any visitors denied access.
8. BALs will be distributed to the appropriate gates the morning of the event on the duty day. For verification/discrepancies, give us a call two days before the event.
9. If there are any questions or concerns requiring this matter, please contact Visitor Control center at 850-884-2310 or email 1SOSFS.SFOXI.DL@us.af.mil.