

Kirtland AFB Base Pass Procedures

Students who register for classes on Kirtland AFB will need to complete and submit a Security Forces Management Information System application form (SFMSIS) prior to the start of class. The Base will conduct a background check on all students and applications can take up to 2 weeks to process, so please plan accordingly. The SFMSIS form can be obtained at the front desk of the Pinetree Campus or printed from below. Please fill out only the areas highlighted in yellow. Under "Type of ID/Include #" section, please use your driver's license number, including the issuing state. Missing or incomplete information will result in a delay of your application.

Completed SFMSIS forms can be faxed to the College of Santa Fe - Kirtland AFB Office at (505) 846-2173 or dropped off to the Pinetree Campus.

Once the SFMSIS application has been processed and approved, students will be notified with the phone number provided on their application and given a SFMSIS pass number i.e., P20081234567. Students will then proceed to either the Wyoming or Gibson Gate Visitor's Center to obtain their term pass.

Any students found to have outstanding arrest warrant(s) will be denied access into Kirtland AFB. Additionally, in accordance with the policies set forth by the 377th Base Commander and Air Force Instruction (AFI), students who have been convicted of a prior felony are subject to review and approval prior to being granted access into Kirtland. Disapproved applicants will be notified.

If for any reason your base pass cannot be processed before the start of the term, please proceed to the Visitor's Center to obtain an interim pass that will allow you to attend class for that evening. Your sponsor will be John Harvey and he can be contacted at (505) 265-2732.

Students will need to ensure that the following information is current prior to their base arrival and be ready to present the following information to the Visitor's Center:

- ❖ Vehicle Registration
- ❖ Proof of Insurance
- ❖ Driver's License

The following visitor advisory/conditions apply to all students driving on base:

- ❖ Limit your movements to authorized traffic ways. Examples of signed closed areas are "RESTRICTED AREA" or CONTROLLED AREA."
- ❖ Observe all traffic laws. Any infraction of the law on a federal reserve is considered a federal violation.
- ❖ Display Vehicle Pass on inside left corner of windshield while on base (Motorcycles – stick on windshield or front fork or frame).
- ❖ The person issued a pass is responsible for all other(s) in their party and will keep pass readily available to show proof of authorized visit by all.
- ❖ All Visitors' who are accessing KAFB are consenting to, and are subject to, vehicle searches conducted by KAFB Security Forces personnel.

Please direct any questions to John Harvey at (505) 265-2732 or jharvey@csf.edu.

SFMIS PASS REQUEST FORM

SPONSOR INFORMATION

FIRST NAME	
MIDDLE NAME	
LAST NAME	
ORGANIZATION	
PHONE #	
SSN	
HOME ADDRESS	
DATE OF BIRTH	
SEX	

VISITOR INFORMATION

FIRST NAME	
MIDDLE NAME	
LAST NAME	
ORGANIZATION	
PHONE #	
SSN	
HOME ADDRESS	
DATE OF BIRTH	
SEX	
TYPE OF ID: INCLUDE #	
EXP OF SEMESTER	

VEHICLE PASS INFORMATION

STATE	
TAG #	
COLOR	
YEAR	
MAKE	
MODEL	

PRIVACY ACT STATEMENT: AUTHORITY: Title 5 USC Section 301, Departmental Regulation Principal Purpose: To implement AFI 31-201, Installation Security and 31-204, Air Force Motor Vehicle Traffic Supervision
ROUTINE PURPOSE: To request and record the issuance of a Visitor/Vehicle Pass when the use of another form is not authorized or specified. Failure to provide any of the information requested may result in non-issuance of the Visitor/Vehicle Pass.