

**RECRUIT TRAINING COMMAND GUEST SECURITY ACCESS FORM**

**RETURN THIS FORM TO YOUR RECRUIT AT THE MAILING ADDRESS PROVIDED IN THE ATTACHED LETTER WITHIN SEVEN DAYS OF RECEIPT!**  
**FORMS MAILED TO ANY OTHER ADDRESS WILL NOT BE DELIVERED.**

\_\_\_\_\_  
 (RECRUIT’S NAME: LAST, FIRST, MIDDLE INITIAL)  
 SHIP/DIV: \_\_\_\_ / \_\_\_\_ Projected Graduation Date: \_\_\_\_\_

1. In preparation of your visitors’ RTC graduation attendance, all visitors should be listed below. I understand that all U.S. Citizens/Resident Aliens listed will have a criminal background check. All Non-U.S. Citizens/Resident Aliens will be considered for installation access on a case-by-case basis. I shall NOT knowingly request access for individuals meeting any of the following restrictions, including:

- a. An outstanding warrant, current probation/parole or a registered sex offender,
- b. Any narcotics related offense within the last 10 years, and/or
- c. Any other serious offense.

2. I hereby request the following four individuals to be granted access to RTC Great Lakes. ONLY those who do not have a Driver’s License will leave that block empty. All others are expected to provide all requested information in order to conduct a background check.

**PRINT OR TYPE ONLY (MUST BE LEGIBLE OR ACCESS WILL BE DENIED)**

<b>1</b>	LAST NAME	FIRST NAME	MI	DRIVERS LICENSE #	STATE
	ADDRESS	CITY	STATE	ZIP CODE	DOB (MM/DD/YY)
EMAIL ADDRESS					
<b>2</b>	LAST NAME	FIRST NAME	MI	DRIVERS LICENSE #	STATE
	ADDRESS	CITY	STATE	ZIP CODE	DOB (MM/DD/YY)
EMAIL ADDRESS					
<b>3</b>	LAST NAME	FIRST NAME	MI	DRIVERS LICENSE #	STATE
	ADDRESS	CITY	STATE	ZIP CODE	DOB (MM/DD/YY)
EMAIL ADDRESS					
<b>4</b>	LAST NAME	FIRST NAME	MI	DRIVERS LICENSE #	STATE
	ADDRESS	CITY	STATE	ZIP CODE	DOB (MM/DD/YY)
EMAIL ADDRESS					

**INDIVIDUALS NOT LISTED ON THIS FORM WILL NOT BE GRANTED ACCESS!**

3. It is my responsibility to notify my guests of any changes in my training status which may affect my graduation date. I will recommend that they purchase refundable/transferrable tickets because my graduation date may change. I will also inform all guests that they are required to maintain their valid photo ID and Pass at all times. I will only notify the above listed people if there is an issue with their access. No confirmation will be provided by any staff member of RTC Great Lakes.

\_\_\_\_\_  
 Recruit’s Signature

For Official Use Only – Privacy Sensitive.

The content and enclosure herein contains privileged information and should be treated as “For Official Use Only.”  
 Unauthorized disclosure of this information may result in CIVIL and CRIMINAL penalties.