

COMPANY APPLICATION FOR CONTRACTOR BADGE OFFICIAL BUSINESS ON ALTUS AFB OK

ENSURE DATA IS LEGIBLE AND COMPLETE

FULL NAME:	POSITION:
COMPANY:	STATE TAX ID NUMBER:
TYPE OF WORK:	
COMPANY ADDRESS, CITY, STATE AND ZIP:	
COMPANY PHONE:	PURPOSE OF ACCESS TO ALTUS AFB:
DAYS OF THE WEEK AND HOURS REQUESTING AUTHORIZATION TO ENTER ALTUS AFB FOR BUSINESS PURPOSES ONLY: (Circle all that apply) M Tu W Th F Sa Su Earliest entry hour: _____ Latest entry hour: _____	
<p>As the point of contact for the aforementioned company, we will adhere to the following:</p> <p>a. The contractor is responsible for providing information to assist in completing background checks for those employees requiring access to Altus AFB. A background check must be completed prior to unescorted access. This information will be protected under the procedures listed under the Privacy Act of 1974. Those contractor employees whose background checks reveal adverse criminal history to include felonies and sexual offenses may be denied access to Altus AFB.</p> <p>b. The contractor is responsible for tracking and retrieving badges from employees within 30 days of separation, termination and/or completion of business on Altus AFB OK. Badges must be returned to Pass and ID [Phone: (580) 481-6340], Building 52, upon contract completion or badge expiration.</p> <p>c. In the event a badge is issued for a longer period than the contract period, this does not indicate a predetermination to exercise future option periods. The only way the contract will be extended is if the CO extends the current period in accordance with the terms and conditions of the contract.</p> <p>d. Businesses may lose base pass privileges if they fail to control use of the badges or do not return them upon completion of use. Abuse may result in termination of contract. Lost badges will result in a \$50 reissue fee.</p>	
<p>_____ Signature of Company Representative</p> <p>Date</p>	
DO NOT WRITE BELOW – GOVERNMENT USE ONLY	
Processed By:	Date:
<p style="text-align: center;">*WARNING: This document contains For Official Use Only (FOUO) and Privacy Act information which must be protected or removed IAW AFI 33-119, AFI 33-129, AFI 33-219, AFI 33-332, and DOD Regulation 5400.7/AF Supplement prior to further disclosure.</p> <p style="text-align: center;">FOR OFFICIAL USE ONLY</p>	

**INDIVIDUAL APPLICATION FOR CONTRACTOR BADGE
OFFICIAL BUSINESS ON ALTUS AFB OK
ENSURE DATA IS LEGIBLE AND COMPLETE**

LAST NAME:	FIRST NAME, MIDDLE INITIAL:
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SSN:	DOB:
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ADDRESS, CITY, AND ZIP:

DRIVER'S LICENSE NUMBER AND STATE OF ISSUE:

JACKSON COUNTY RESIDENT FOR THE LAST 7 YEARS: Yes No (Circle one)

IF NO TO ABOVE, OKLAHOMA RESIDENT FOR LAST 7 YEARS: Yes No (Circle one)

IF NO TO ABOVE, TEXAS RESIDENT FOR LAST 7 YEARS: Yes No (Circle one)

IF NO TO ALL ABOVE, A NATIONAL BACKGROUND CHECK REQUIRED, UNLESS THE PERSON HAS A MILITARY ID: Active Retiree Dependent (Circle One)

COMPANY:

DAYS OF THE WEEK AND HOURS REQUESTING AUTHORIZATION TO ENTER ALTUS AFB FOR BUSINESS PURPOSES ONLY: (Circle all that apply)

M Tu W Th F Sa Su Earliest entry hour: _____ Latest entry hour: _____

I authorize the use of and release of my personal information to Altus Air Force Base, Oklahoma, to accomplish preliminary criminal background checks to determine escorted or unescorted access to Altus AFB in connection with proposed official business. Contractor Access Badges are Government Property and I understand that I will be held accountable for them. Lost badges will result in a \$50 reissue fee.

_____ Signature of Employee	_____ Date
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DO NOT WRITE BELOW – GOVERNMENT USE ONLY

<p>SFS USE ONLY:</p> <p>SFMIS CHECKS: COMPLETED: Y / N</p> <p style="padding-left: 40px;">INITIALS: _____</p> <p>NCIC CHECK: COMPLETED: Y / N</p> <p style="padding-left: 40px;">INITIALS: _____</p> <p>SFA/FINGERPRINTS: COMPLETED: Y / N</p> <p style="padding-left: 40px;">INITIALS: _____</p>	<p>DATE ENTERED ON EAL: _____</p> <p>FPCON Level (Circle one): Normal Alpha Bravo Charlie Delta</p> <p>Escort Required: Yes No</p> <p>CARD ISSUE DATE: _____</p> <p>EXPIRATION DATE: _____</p> <p>SPONSORING ORG: _____</p> <p>SPONSOR ORG POC: _____</p> <p>SPONSOR ORG PHONE: _____</p>
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Contractor Badge Application Questionnaire

The following questions are to make the determination whether or not you will be granted **UNESCORTED** entry to Altus AFB for employment. Depending on the convictions you may still be granted entry to Altus AFB, but you will have to have to be **ESCORTED** by someone with escort authority the entire time you are on the base.

1. Have you ever been convicted of a felony in the past 10 years? Y / N

If yes, Explain: _____

2. Have you ever been convicted of a felony in the past 7 years? Y / N

If yes, Explain: _____

3. Do you currently have any pending convictions against you? Y / N

If yes, Explain: _____

4. If you think you might have a criminal record, but are not sure explain what might be on your record. _____

5. If you had a criminal record in the past, but it should have been cleared from the legal system explain the situation. _____

NOTE: To prove a criminal record was cleared from the legal system you must provide court documentation stating the disposition.