



U.S. Naval Joint Services Activity THE NEW SANNO

- Request must be submitted **30 days** prior to event/visit; no exception
- Requestor must submit a **copy** the guest's passport, Japan Alien Registration Card, or other official ID issued by the GOJ.
- Sponsor **MUST** escort their guest **AT ALL TIME** once they arrive.

DESIGNATED COUNTRY ACCESS PASS

DESIGNATED COUNTRIES					
Afghanistan	Ecuador	Jordan	Nicaragua	Serbia	Tunisia
Algeria	Egypt	Kazakhstan	Nigeria	Somalia	Turkey
Armenia	Georgia	Kenya	Oman	South Africa	United Arab Emirates
Azerbaijan	Hong Kong	Korea, Democratic People's Republic of	Pakistan	Sudan	Uzbekistan
Belarus	India	Kuwait	Palestinian Territory, Occupied	South Sudan	Venezuela
China	Indonesia	Kyrgyzstan	Qatar	Syrian Arab Republic	Vietnam
Cuba	Iran (Islamic Republic Of)	Lebanon	Russian Federation	Taiwan (ROC)	Yemen
Djibouti	Iraq	Libya - Macau	Saudi Arabia	Tajikistan	

Sponsor's Information (Print Clearly in Block Letters)

Sponsor Name (Last, First, MI)		Rank/Title	Cell Phone Number	E-Mail Address	Full SSN
Unit/Organization and Telephone Number		Command Address		Relationship to Guest	
Purpose of Visit / Event				Room Reservation with Overnight Guest(s) Yes <input type="checkbox"/> No <input type="checkbox"/>	
Dates Requested From: To:		Times Requested From: To:		X _____ Sponsor's Signature (Digital Authorized)	

Sponsored Guest's Information

Full Name (Last, First, MI)	Nationality	Date of Birth
Place of Birth	Address in Japan	Address in Home Country
Phone Number in Japan	Email address	Passport Type and Number
Residence Card # (If Applicable)	Occupation	Name of Employer (Company / Organization)

Screening Questions

Have you ever been employed by a Non-U.S. government agency?	Yes <input type="checkbox"/> No <input type="checkbox"/>
(If Yes), Name of Government agency/organization	
Position/Title	
Have you ever been employed by a Non-U.S. military service?	Yes <input type="checkbox"/> No <input type="checkbox"/>
(If Yes), Name of Military agency/organization	
Military position/rank	

- The New Sanno Hotel Director/General Manager may withdraw or revoke escort privileges on for personnel who fail to comply with escort requirements depending the nature of offense. Personnel who fail to adhere to the escort requirements may be subject to the following administrative actions below or additional actions directed by The New Sanno Hotel Director/General Manager:
- Government Officials, to include military/security agency members, or government funded institutions require OSD approval.
- Government Officials, to include military/security agency members, require USFJ J5 coordination
- Escort Violation Chart:

1 st Offense	Warning Letter Issued by the Security Officer to member
2 nd Offense	Formal letter issued by Security Officer to member and Department Head or equivalent / Sponsor
3 rd Offense	Formal Letter issued by the Security Officer to member and unit Commander initiating a 30 day revocation of escort privileges starting for the day of the offense.

FOR NEW SANNO ADMIN USE ONLY DO NOT MARK BELOW THIS LINE

Security Records Check	Approved By
Records on File: Yes <input type="checkbox"/> No <input type="checkbox"/>	X
Not Valid Without Original Signature Access may only be granted by authorized official	