



19th Airlift Wing  
Public Affairs  
Tour Request Worksheet



Please keep in mind, tours last about one to three hours and are normally conducted between the hours of 8:30 to 11:30 a.m. or 1 to 4 p.m.

**Children under the age of 12 are not authorized on the active flight line.**

<b>Requestor's Name (point of contact)</b>	<b>Group Size (total number of people in the group – must be 15 or more, but less than 40):</b>
<b>Name of group or organization</b>	<b>Requested time of arrival:</b>
<b>Full mailing address</b>	<b>Telephone number (w/area code)</b>
<b>What is the age range of your group?</b>	
<b>Cell phone (w/area code)</b>	<b>Type of transportation:</b>
<b>E-mail address</b>	
<b>Requested tour date/arrival time:</b>	<b>Alternate tour date/arrival time:</b>
<b>Elected Officials Participating:</b> Does your tour group include current or prior Federal, State, or Municipal elected officials? <b>Yes/No</b>  If yes, please provide the following information. <b>Fully identify each elected official (visitor) to include:</b>  1. Full name and title of the individual _____  2. Elected position they currently hold or previously held _____  3. City, county, or state the individual represents/represented _____	<b>Foreign Visitors Participating:</b> Does your tour group include any Foreign Visitors (non US citizens)? <b>Yes/No</b> If yes, please fully identify each foreign visitor (non US citizen) to include:  1. Name, rank (if applicable), nationality, date of birth, passport number _____  2. Organization or business affiliation _____  3. Purpose, location, and date/duration of visit to the US _____  4. Name of organization/person hosting their visit to the US _____

<p><b>Special Health Requirements:</b></p> <p>If any member of your tour group has any special health requirements, please list the specific needs to help ensure the tour can be adjusted to accommodate them. (E.g. walkers, wheelchairs, oxygen tanks, diet restrictions, allergies etc.)</p> <hr/> <hr/> <hr/> <hr/> <hr/>	<p><b>Specific Requests:</b></p> <p><b>Fully identify the amenity requested. What is your specific tour group interest?</b></p>
<p><b>Background Information about your tour group (listing alternate points of contact, group's organizational history if any, etc.)</b></p>	

**\*\*\*\*\*BACKGROUND CHECKS\*\*\*\*\***

You will be responsible for providing the following information at a minimum of 14 duty days before the tour date:

- 1.) Full name (EXACTLY) as it appears on the driver's license or state ID for every person in the group who is 18 or older and enters through the base gates. \* See note below.
- 2.) Date of birth
- 3.) Driver's license or state ID number
- 4.) State of issue

**\* IMPORTANT NOTE\***: If anyone in your group has a valid Military ID, we still require that person's driver's license information for a background check. Background checks must be conducted before entry into the installation is authorized. Security and safety are our top priorities - failure to provide this information for every person who is 18 years or older will be grounds for termination of the tour. We appreciate your full cooperation!



<b>LAST NAME, FIRST NAME, MIDDLE INITIAL</b>	<b>DRIVER LICENSE # &amp; STATE OF ISSUE (or State ID Number for age 17-below)</b>	<b>DATE OF BIRTH</b>
13.		
14.		



