

## Agent/Authorization Letter Checklist:

### Required Documents:

- Driver's License of escort
- Passport of escort
- Family Registry (Certified Translation) or Birth Certificate of dependent
- DoD ID-Card of dependent
- \*Medical necessity statement (Translated)

\*Not required if dependent is under 18 years old or the dependent is physically present

### Paperwork/Documents Issued:

- Base Pass Application*
- ID Card/Base Access Pass Registration*
- Agent Letter*
- Authorization Letter*

	Location/Actions Required	Signature/Stamp
Step 1:	Visit the ID Card Center on Camp Foster ( <u>Building 5699 Room 127</u> ). Please contact <u>Ms. Kerry Francis</u> beforehand at <u>315-645-4039</u> to ensure we can accommodate you. <b>Bring all required documents</b> listed above ( <i>Base Pass Application, ID Card/Base Access Pass Registration, and an unsigned Agent Letter</i> will be issued during this first visit).	
Step 2:	Complete <i>ID Card/Base Access Pass Registration</i> paperwork and visit <u>Provost Marshall's Office (PMO)</u> at Building 496 to perform a background check.	
Step 3:	Visit <u>Camp Services</u> (Building 6060 on Camp Lester) for verification and obtain stamp on <i>Agent Letter</i> .	
Step 4:	Return to <u>ID Card Center</u> with the completed <i>ID Card/Base Access Pass Registration, Base Pass Application, and stamped Agent Letter</i> from Camp Services. Your Authorization Letter will be issued then.	
Step 5:	Visit the <u>Pass Office</u> located immediately inside the Legion gate with all documents in order to receive a base pass.	