61 SFS ENTRY AUTHORITY LIST

ENTRY AUTHORITY LIST (EAL) INSTRUCTIONS

EALs must be submitted in accordance with the following timelines:

- Requests for 50 or less people, must be submitted NLT FIVE (5) business days prior to the event. Requests larger than 50 people, must be submitted at NLT TEN (10) business days prior to the event.

*Any exceptions to the above must be submitted in writing and approved by the SBD 3/CC.

PLEASE ADHERE TO THE EAL FORMAT EXAMPLE BELOW WHEN ENTERING INFORMATION
ALL NAMES MUST BE LISTED IN ALPHABETICAL ORDER

NOTE: Driver's license or state IDs that indicate "*FEDERAL LIMITS APPLY*" will not be accepted when REAL ID ACT of 2005 becomes effective. A person in possession of such document must have another form of picture identification such as a US passport. Non-US Citizens must be identified on EAL by providing their passport/green card/visa number. Additionally, when EAL is submitted photocopy of passport/green card/visa is required within email for Non-US Citizens.

- Last Name, First Name, Middle Name: *SCOTT, TYLER ROBERT (NOT BOB)*
- Date of Birth: *MONTH/DAY/YEAR (Ex: 06/28/1978)*
- Driver's License Number and State: All Numbers, Letters and State of Issuance must be included (Ex: X01234567 CA).
- Last 4 of Social Security Number (SSN): Mandatory for All Listed on EAL

All minors, persons under the age of 18, will be listed on the EAL but *DO NOT* require a form of identification. List the word minor in the DRIVER'S LICENSE/STATE section listed next to their name.

It is the sponsor's/coordinator's responsibility to ensure all information listed on the EAL is correct/accurate to the best of their knowledge.

Once EAL is finalized no additions will be added NLT one day prior to event. All additional guests must receive visitor pass from Visitor Control Center.

If an individual's information is submitted incorrectly or cannot be properly vetted, they will not be allowed access, and the respective name will be listed as ***DENIED*** in the EAL.

The SBD 3 reserves the right to terminate any EAL due to: Non-compliance, increased Force Protections Conditions and/or Health Protection Condition measures. This list is not all inclusive.

Please type all information required on EAL. Handwritten EAL *WILL NOT* be accepted.

Submit EALs to:

61sfs.b260.vcceals@spaceforce.mil; 61sfs.b272rc1301.passandid@spaceforce.mil;

61 SFS ENTRY AUTHORITY LIST

AUTHORIZED SPONSOR:

ORGANIZATION:

CONTACT NUMBER:

TITLE OF EVENT:

LOCATION:

START AND END DATE OF EAL:

JUSTIFICATION FOR EAL REQUEST:

ALTERNATE POINT OF CONTACT:

EAL VETTED AND APPROVED BY (*SFS use only*):

61 SFS ENTRY AUTHORITY LIST

LIST NAMES IN ALPHABETICAL ORDER

LAST, FIRST, MIDDLE	DATE OF BIRTH	DRIVER'S LICENSE/STATE	Last 4 SSN	RESULTS

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LIST NAMES IN ALPHABETICAL ORDER

LAST, FIRST, MIDDLE	DATE OF BIRTH	DRIVER'S LICENSE/STATE	Last 4 SSN	RESULTS

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