

VCC EVENT REQUEST FORM

Date/Time of Event:	
Event Name:	
Location of Event:	
Event POC: (Name, phone, email)	
Sponsors Signature:	

Provide an alphabetical list of all adults that do not possess a valid federal government or locally issued ID. Juveniles under 18, Military, or DoD Civilians are not required to be listed. List must be in the requested format. Submit 10 working days prior to event, or we can not guarantee visitors will be vetted in time. Use continuation pages as necessary.

#	Last Name	First Name	Middle Name	SSN	DOB	License number	License State
1							
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20							

EXAMPLE

Data Required By the Privacy Act of 1974, Authority 5 U.S.C. 301, Dept., Regulations 10 U.S.C. 3013
 Principal Purpose(s): In addition to those disclosures generally under 5 U.S.C. 552a(b) of the Privacy Act, this information contained therein may be disclosed outside DOD as a routine use pursuant to 5 U.S.C. 552a(b)(3), AR 340-21, Para 3-2
 Disclosure: VOLUNTARY, individual may disclose his or her personal information; however, failure to provide your SSN and personal data may delay or preclude access to the installation. (Authorized under AR 190-45, AR 190-5, MDW requirements, and U.S.C. 3013)

FGM 191-002-R-E

HAND WRITTEN MAY NOT BE ACCEPTED

- 1: Go to www.ftmeade.army.mil
- 2: Click on the Post Access Icon
- 3: Click on Printable VCC Forms
- 4: Click on Form 191-002-R-E
- 5: Type in information requested
- 6: Complete a new form in its entirety if guest count is over 20
- 7: Sponsor must bring completed forms to the VCC in person with their receipt if renting from MWR facilities
- 8: Sponsor submitting the forms must match the sponsor on the forms
- 9: The Event Request Form must be submitted 10 working days before the event
- 10: Once form is submitted add-ons access will be the responsibility of the sponsor

Fort Meade Event Request List Instructions