

VISITOR INFORMATION

- 1. Joint Base Lewis-McChord (JBLM) is a controlled access installation**
- 2. The Visitor Center for JBLM - Lewis Main and Lewis North is located at Exit 120 off of I-5 near Liberty Gate. The hours are 0500 – 2200 daily. In addition to providing passes for non-affiliated visitors to JBLM, we also conduct Automated Installation Entry Registration, Weapons Registration, and Vehicle Registration at this location from 0500 - 2200 daily. During the hours that this Visitor Center is closed motorists should proceed to Liberty Gate for processing.**
- 3. The Visitor Center for JBLM – McChord Field is located at Exit 125 off of I-5 near the main gate of McChord Field. The hours are 0600 – 1930 daily. In addition to providing passes for non-affiliated visitors to JBLM, we also conduct Automated Installation Entry Registration, Weapons Registration, and Vehicle Registration at this location from 0600 - 1930 daily. During the hours that this Visitor Center is closed motorists should proceed to the McChord Field Main Gate.**
- 4. Authorized ID Cardholders include:**
 - Military personnel and their family members**
 - DA Civilian employees and their family members**
 - Retired Military DA Civilians and their family members**
 - Contract employees with a Common AccessCard**
 - Installation Access Cardholders**
- 5. Vehicles entering Joint Base Lewis-McChord are required to have either an adult Authorized ID Cardholder in the vehicle or an authorized Visitor Pass. To obtain the pass, the vehicle operator must process at a Visitor Center and present the following:**
 - Valid vehicle registration**
 - Proof of current vehicle insurance**
 - Valid driver's license**
- 6. Residents expecting guests who will be visiting and require a pass valid for more than 1 day, are now authorized to call the Visitor Center 72 hours in advance and place a request for the visitor to be issued an**

extended pass. The request should not exceed the required dates needed. Passes may only be issued for a maximum of 90 days. Procedures are:

- Call the Visitor Center at: 967-4794 within 72 hours of your guests arrival.
- Provide your name and your residence address for confirmation with the installation housing roster.
- Provide the name and date of arrival for your expected guest(s)
- Provide the time-frame that they will be on post (not to exceed 90 days)
- Visitor Center personnel will maintain a file of advance requests
- Ensure your guest knows to inform Visitor Center personnel that an advance request for a pass has been submitted in their name.
- Guests must submit all information listed in Para #5 to be issued a pass.

7. ALL vehicle occupants, aged 16 or older, are required to present photo ID for entry to Joint Base Lewis-McChord.

8. For questions on Access Control you may contact the Lewis Main Visitor Center at 967-4794, or the McChord Field Visitor Center at 982-2588.

9. All vehicles entering Joint Base Lewis-McChord are subject to inspection at any time. These inspections are conducted as an installation force protection measure. Refusal to submit to the inspection will result in a denial of access to the installation.

10. Authorized ID Cardholders (Military and DoD Civilian employees) who have access to the Local Area Network and are able to digitally sign their email are authorized to sponsor guests via email. Sponsors can send the full name of the guest, date of arrival, and the length of stay. Passes can be issued as valid for up to 90 days. Sponsors should identify whether the guest will process at the Lewis or McChord Field Visitor Center.

Sponsors will receive a confirmation email once the request has been processed. Guests should identify to Visitor Center Staff that they have been email sponsored. The address for the digitally signed email is:
usarmy.jblm.imcom.list.des-security-and-access@mail.mil

11. **Contractors and Vendors.** Effective 20 Jan 2015, all Contractors and Vendors requesting a pass for access to JBLM will be required to present a 'Installation Contractor / Vendor Pass Request Form' when processing at a Visitor Center. The form is required to be completely filled out when presented at the Visitor Center. There is a portion on the form for the Employee (Applicant), the Employer, and the Government Agent that has oversight of the contract/project that the employee/vendor is working under. Your employer should have a copy of the form they can provide you. If not, click on the below link for a copy of the form. [Click here for the Contractor and Vendor Pass Request Form](#)

12. **Foreign Visitors** must show current passport showing valid entry stamp prior to receiving a temporary pass. Foreign Visitors can only receive a temporary pass up to 30 days at a time.

13. **REAL ID ACT.** On 1 May 2016 JBLM will begin fully enforcing the provisions of the Real ID Act of 2005. Under provisions of this act, driver's license or ID cards from certain states and territories are not valid for unescorted access to JBLM.

Under provisions of this act, a standard driver's license or ID card issued by any of the following states is not accepted for unescorted access to JBLM: Illinois, Minnesota, Missouri and Washington.

Persons requesting unescorted access to JBLM and who present a standard license or ID from one of those states will be required to present additional documentation to verify their identity prior to being allowed access to JBLM.

Here is a list of acceptable documents to present along with a standard DL or ID Card issued by one of those states:

- **DoD CAC.**
- **DoD Uniformed Services Identification and Privileges Cards.**
- **U.S. Passport or U.S. Passport Card.**
- **VA Issued Health Card**
- **Permanent resident card or Alien Registration Receipt Card (INS Form I-551).**
- **Foreign passport with a temporary I-551 stamp or temporary I-551 printed notation on a machine readable immigrant visa.**
- **Foreign passport with a current arrival-departure record or foreign passport with INS Form I-94/I-94A bearing the same names as the passport and containing an endorsement of the alien's nonimmigrant status, if that status authorizes the alien to work for an employer.**
- **Employment authorization document that contains a photograph (INS Form I-766).**
- **US Refugee Travel Document I-327 and I-571 issued by DHS and containing a photograph**
- **Employee Identification Card issued by a federal, state or local government agency provided it contains a photograph and biometric information such as: Name, DOB, Gender, Height, Eye Color and/or Address.**
- **U.S. Coast Guard Merchant Mariner Card**
- **Transportation Worker ID Card (TWIC) issued by DHS**
- **Native American tribal document.**
- **U.S. Government issued, authenticated Federal PIV credentials.**
- **For personnel 17 and under, a school identification card with a photograph.**
- **US Military or Draft Record containing name and DOB.**
- **Washington State Enhanced Driver's License or ID Card**
- **Washington State Commercial Driver's License (CDL)**

14. AREA ACCESS PROCEDURES. There are procedures in place to allow personnel to use certain training areas on JBLM for recreational purposes. Use of those areas is prohibited unless specifically authorized by the Training Division of DPTMS.

Click on this link for Area Access Procedures: [DPTMS - Training Division](#)