



TOUR REQUEST FORM

FLEET READINESS CENTER EAST

1. Group name: _____
2. Group point of contact: _____
3. Contact phone & e-mail: _____
4. How many visitors in group? _____
5. Any special needs visitors? _____
6. Proposed date and time: _____
7. Purpose of visit: _____

8. Transportation (must have valid vehicle registration and insurance)
 - a. What type of vehicle(s): _____
 - b. Driver's full name: _____
 - c. Driver's date of birth: _____
 - d. Driver's place of birth: _____
 - e. Driver's license number: _____
 - f. Driver's license State of issue: _____
9. Need list of guest names to include titles, birthdates, citizenship and last 4 of Social Security Number. All visitors to the FRC East facilities must first be vetted through security, and must provide necessary information 30 days in advance to complete this process. If any participant is a foreign national or non-U. S. citizen, the requester will need to provide the following documents: passport, permanent resident card or green card, student visa and driver's license (when applicable).
10. Participants are not allowed to use cameras, cell phones or mobile devices at FRC East.
11. Participants must wear closed-toe shoes (no flip flops or sandals) and appropriate dress for an industrial working environment; it is a recommendation that participants wear sleeved shirts and pants. Hearing and eye protection will be provided and must be worn while touring the facility.
12. Send completed form and roster to:

E-mail: usn.cherrypoint.frceast.mbx.publicaffairsoffice@us.navy.mil