

**BONA FIDE GUEST REQUEST**

**Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Rank:** \_\_\_\_\_

**Unit/Duty Number:** \_\_\_\_\_

**Home Phone Number:** \_\_\_\_\_

1. I, request an exception to policy to allow my guest or guest(s), to reside at my assigned home located at \_\_\_\_\_ from (date) \_\_\_\_\_ until (date) \_\_\_\_\_.
2. My guest will be residing with me because (provide explanation, attach additional paperwork as needed):
3. If exception to policy is requested for more than one guest, explain:
4. My guest is named in my Family Care Plan  Yes  No. (If yes, attach supporting document).
5. I  will  will not reside in the home during the period of time requested. If Sponsor **will not** reside attach supporting document such as orders.
6. Guest or guest(s) are Military ID Cardholders,  Yes  No. If yes, name/rank/duty station of guest's Sponsor and supporting documents (orders) and copies of photo Identification must be attached.
7. I understand that if this exception to policy is approved, then it is no guarantee that my guests will become ID cardholders, or will receive base/ID cardholder privileges, nor is it a guarantee that a guest's child will be allowed to attend on-post schools.
8. I accept full responsibility for my guest(s) at all times.  
Guest Name (print)                      Age:              Signature:  
  
Guest Name (print)                      Age:              Signature:  
  
Guest Name (print)                      Age:              Signature:

***I understand that I must re-submit an exception to policy to request that my guest stay past the above designated ending date if this exception to policy is approved.***

Permission granted by Commanding Officer (O5 or higher):

\_\_\_\_\_  
Signature                                      Printed name                                      Date

(Service Member Signature) \_\_\_\_\_                                      \_\_\_\_\_  
Date

(BBC Official Signature) \_\_\_\_\_                                      \_\_\_\_\_  
Date

**Bona Fide Guest request is approved Not To Exceed (dd/mm/yyyy): \_\_\_\_\_**