

U.S. Army Garrison Presidio of Monterey Vendor Registration

HOW TO BECOME A VENDOR

Vendors are accepted on a first-come, first-served basis. Prior participation at U.S. Army Garrison Presidio of Monterey events does not guarantee a vendor space. Vendor spaces may fill up before the specified deadline. All registration forms and payment must be received by the registration due date. Vendor information is subject to change and all updates will be posted on our website at **www.mwrmonterey.com/vendors**.

Step 1: Fill out and sign U.S. Army Garrison Presidio of Monterey, Defense Language Institute Foreign Language Center (DLIFLC) 2017 Language Day Vendor Registration Form (see page 6-8).

Step 2: Fill out and sign a W-9 Form (Request for Taxpayer Identification Number and Certification) (see page 9).

- (a) Military Units, DLIFLC School House and Unit Readiness Groups are not required to fill out a W-9 Form.

Step 3: Fill out POM Form 7 (Installation Access Application for US Citizens) or POM Form 7-1 (Installation Access Application for Non US Citizens) (see page 13-16).

- (a) Active Duty Service Members and Family Members, DoD Civilians and/or Guests who can access Presidio of Monterey does not need to fill out and submit POM Form 7 or 7-1.

Step 4: Submit Vendor Registration Packet (Vendor Registration Form, W-9 Form, POM Form 7 and/or 7-1, with payment) (see pages 6-9 and 13-16).

Step 5: Vendor Registration Packet (all forms MUST be completely filled out prior to packet submission):

- Email: joaquin.q.finona.naf@mail.mil
- Email: miguel.c.pablo.naf@mail.mil
- Email: vendors@mwrmonterey.com
- Fax: 831.242.6991, Attention: Joaquin Finona, Jr
- Mail USPS to: DFMWR, 242 Fort Mervine Place, Suite, Presidio of Monterey, CA 93944

Step 6: Upon receipt of Vendor Registration Packet; the Vendor Program Manager will review and process Vendor Registration Packets. The Vendor Program Manager will provide Vendor with an email acknowledging receipt of their packet.

Vendor registration packet includes the following:

- Notice to Vendors (page 1-2)
- Vendor Registration Form (page 6-7)
- Vendor Indemnification Letter (page 8)

- W-9 Form (Request for Taxpayer Identification Number and Certification) (page 9)
- POM Form 7 (Installation Access Application for US Citizens) (page 13-14)
- POM Form 7-1 (Installation Access Application for Non US Citizens) (page 15-16)

Deadlines to Note:

- Food and Beverage Vendor Packets due **NLT 31 March 2017 (NO EXCEPTIONS)**
- Resale and Informational Vendor Packets due **NLT 5 April 2017 (NO EXCEPTIONS)**
- Vendor Briefings Scheduled for **17, 24 and 31 March 2017 from 10:00 am to 12:00 pm**
(All Vendors selling food and beverages **MUST** attend one of the briefings)
- Language Day, **12 May 2017 - 10:00 am to 3:30 pm**

Notice to Vendors
Defense Language Institute Foreign Language Center (DLIFLC) Language Day
12 May 2017 – 10:00 am to 3:30 pm

1. Vending/Access registration documents are due no later than **5 April 2017**. Vendors are anyone who wishes to distribute, sell food, beverages, clothing, purses, handbags, accessories (retail), or information at DLIFLC Language Day event.
2. Vendor Registration Fee Schedule Listed Below:

Vendor Space Fee	Type of Vending	Space Size
Premier = \$290.00 (30 spaces available)	Food, Beverage, Retail, Information	12ft X 12ft
Exclusive = \$240.00	Food, Beverage, Retail, Information	10ft X 10ft
Premier Military = \$125.00	Food, Beverage, Retail, Information	12ft X 12ft
Exclusive Military = \$75.00	Food, Beverage, Retail, Information	10ft X 10ft
Non-Profit = \$180.00	Food, Beverage, Retail, Information	10ft X 10ft
Informational = \$50.00	No on-site sales	10ft X 10ft

3. Businesses, Restaurants, and Caterers interested in advertising through the Directorate of Family and Morale, Welfare and Recreation (DFMWR) can advertise their business for a fee of \$600. The fee includes three (3) months of advertisement on www.mwrmonterey.com website and three (3) months of flyer or coupon distribution at the weekly Joint Services In-Processing Brief.
4. The Language Day Vendor Project Manager will process all registration forms on a first-come, first serve basis; with the exception that priority will be given to state or federally recognized organizations.
5. The point of contact listed on the registration will be contacted to confirm registration approval.
6. All vendors must attend one of the scheduled vendor briefings prior to event to be eligible to sell food and beverages on Presidio of Monterey (training/briefing is free). Vendor

briefings/training will cover CALMED Preventive Medicine Food Safety Handlers Training, Fire, Safety, Installation Access and Vendor Operation. Only one person per vendor is required to attend training/briefing. A security, parking, and safety briefing will also be presented. **There are three briefings scheduled for 17, 24 and 31 March 2017 from 10:00 am to 12:00 pm at General Stilwell Community Center, Building 4260 located on Ord Military Community (former Fort Ord NCO Club).** POM Form 7 and 7-1 (Installation Access Applications) will be verified and confirmed following the briefing.

7. **Vendor parking passes will be issued at check in on the day of the event.**
8. Language Day will be held on 12 May 2017 from 10:00 am to 3:30 pm on Soldier Field. Vendors may begin installation of vending equipment at 6:00 am and must have set-up complete with vehicles parked by 8:30 am. Vendors must be prepared to begin sales by 10:00 am. The vending area will be on Soldier Field on Presidio of Monterey. Layout will be predetermined and a specific 12ft X 12ft or 10ft X 10ft plot will be assigned by lottery. Pickup and delivery of vending equipment is authorized only thru **High Street Gate** on the day of the event. Parking will be provided in the parking adjacent to Soldier Field for vehicles with vendor parking permits.
9. U.S. Army Garrison Presidio of Monterey will provide one (1) each 6 or 8 feet table to approve vendors. No electricity will be available. **There is no water available in the vendor area so vendors requiring water should bring their water with them. Vendors cooking food must provide their own cooking equipment, normally gas, or charcoal. Vendors cooking food or using electrical equipment are required to have fire extinguishers in their designated areas.** Vending operations will be permitted only in the designated vendor area and U.S. Army Garrison Presidio of Monterey reserves the right to close any unauthorized vending operation, with the assistance of Presidio of Monterey Police Department, if necessary.
10. U.S. Army Garrison Presidio of Monterey reserves the right to accept or reject any and all vending registrations, as to items sold, quantity, and price. Furthermore, U.S. Army Garrison Presidio of Monterey reserves the right to close any vending operation during Language Day if vendor operation is found to be non-compliant with these rules or for any other appropriate reason.
11. Vendors will be subject to frequent and continuous sanitation inspections throughout the event. Vendors agree to comply with any and all directions given by the CALMED Food Inspectors. All food must be stored off the ground, on pallets or empty boxes. Hand sanitizing wipes are recommended and food service gloves are required. Vendors **MUST** provide their own food service gloves.
12. Only food and non-alcoholic beverage vending is authorized. No religious groups will hand out literature. If found, the group will be disqualified from the Language Day event and escorted off the installation.
13. Vendors are responsible for complete cleanup of their operations immediately following event. U.S. Army Garrison Presidio of Monterey will provide garbage bags and dumpsites. All

charcoal must be completely extinguished and vendors are responsible to dispose charcoal off the Presidio of Monterey.

14. The U.S. Army Garrison Presidio of Monterey and Defense Language Institute Foreign Language Center (DLIFLC), the U.S. Army and the U.S. Government will not be responsible for losses of any kind, whether by fire, theft, physical violence, elements of nature, or any other cause, however originating. In consideration of acceptance of this vending registration, the vendor agrees to release the discharge of U.S. Army Garrison Presidio of Monterey and Defense Language Institute Foreign Language Center (DLIFLC), the U.S. Army, and the U.S. Government and all its agents from claims of damages, demands, and injuries by the vendor, organization, members of said event. Vendors (except military units) must complete and sign the attached INDEMNIFICATION AND HOLD-HARMLESS AGREEMENT and return it to the Vendor Project Manager, as indicated in paragraph 19.
15. Sale of any item not listed in the application will not be permitted.
16. Vending spaces **MAY NOT** be transferred to any other organization without prior approval from the Vendor Project Manager.
17. None of the following will be tolerated:
 - Using more than three (3) tables in the vending plot
 - Using more than two (2) BBQ grill
 - Changing the price of merchandise (except for a discount) or the size or portions substitutions in food items
 - Tent/Canopy larger than 12ft X 12ft or 10ft X 10ft
18. DLIFLC School House and Departments are encouraged to participate with their military units, particularly in the sale of ethnic foods. Vendors of ethnic foods are encouraged to wear traditional clothing/costumes.
19. Language Day Vendor Point of Contact is:

Joaquin Finona, Jr
Phone: (831) 915-8446
Email: joaquin.q.finona.naf@mail.mil

Miguel Pablo
Phone (831) 601-3136
Email: miguel.c.pablo2.naf@mail.mil

U.S. Army Garrison Presidio of Monterey
Defense Language Institute Foreign Language Center (DLIFLC)
2017 Vendor Registration Form (Please type or print)

Business, Individual or Organization Name: _____

Point of Contact Name: _____

Telephone Number: _____

Cellular Telephone Number: _____

Email Address: _____

Mailing Address _____

Food, Beverage, Clothing, Accessory, Retail Items to be sold

Please describe food or beverage, ingredients, and method of preparation. If you will be serving hot food, describe how it will be maintained at a temperature of at least 140 degrees F. If you will be serving cold food, describe how it will be maintained at 40 degrees F or below (attach additional sheet if necessary).

Quantity:

Description:

Price:

We reserve the right to initiate any action necessary to ensure the success of vending operations.

Payment from Vendors whose registration has been denied will be reimbursed and payment mailed to address provided on Vendor Registration Form.

I have carefully read the attached document (Notice to Vendors) and agree to comply with all the rules, procedures, and requirements for participation in the event.

Signature:

Print Name:

Title:

Date:

INDEMNIFICATION AND HOLD-HARMLESS AGREEMENT

Inconsideration of granting the

Access to the Presidio of Monterey, Monterey, California, for the purpose of vending during the Defense Language Institute Foreign Language Center's 2017 Language Day, the undersigned representative, on behalf of its officers, members, agents, invitees, and guests, does hereby promise, agree, and covenant:

(1) To indemnify, hold harmless, and defend the COMMANDER, United States Army Garrison Presidio of Monterey, COMMANDANT, Defense Language Institute Foreign Language Center, the United States Army, the United States Department of Defense, the United States Government, and their collective instrumentalities, agents, representatives, servants, officers, and employees, hereinafter referred to collectively as the COMMANDER, from any and all claims, demands, actions, causes of action, debts, liabilities, judgments, costs, and attorney's fees arising out of, claimed on account of, or in any manner predicated upon loss or damage to the property of the undersigned person, and injuries to, or death of, the undersigned while in, upon, or about the Presidio of Monterey or while going to or departing from the same, and to save harmless and make whole the COMMANDER from and on account of damages of any kind which the COMMANDER may suffer as the result of any act of the undersigned.

(2) That the undersigned will not make any claim, institute any suit, or otherwise resort to any legal process, either legal or equitable, against the COMMANDER for any loss or damage, financial or otherwise, to their personal property (including losses caused by vandalism), reputation, or business, arising out of the presence and activities connected with the conduct of this project or activity, or arising out of any arrangements concerning arrival or departure from the Presidio of Monterey for which the COMMANDER might otherwise be responsible.

(3) That, should it become necessary to enforce the terms of this agreement by legal or equitable action, the undersigned will pay the legal costs and attorney's fees incurred by the COMMANDER, either in defense of a suit or against the undersigned.

(4) No appropriated or non-appropriated funds of the United States are obligated by this agreement.

Signature of Requesting Individual/Official:

Print Name of Requesting Individual/Official:

Date: _____

Request for Taxpayer Identification Number and Certification

Give Form to the
requester. Do not
send to the IRS.

Print or type See Specific Instructions on page 2.	Name (as shown on your income tax return)	
	Business name/disregarded entity name, if different from above	
	Check appropriate box for federal tax classification: <input type="checkbox"/> Individual/sole proprietor <input type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶ _____ <input type="checkbox"/> Other (see instructions) ▶ _____	Exemptions (see instructions): Exempt payee code (if any) _____ Exemption from FATCA reporting code (if any) _____
	Address (number, street, and apt. or suite no.)	Requester's name and address (optional)
	City, state, and ZIP code	
List account number(s) here (optional)		

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on the "Name" line to avoid backup withholding. For individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

Note. If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.

Social security number									
					-				

Employer identification number									
					-				

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and
3. I am a U.S. citizen or other U.S. person (defined below), and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions on page 3.

Sign Here	Signature of U.S. person ▶
	Date ▶

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. The IRS has created a page on www.irs.gov/w9 for information about Form W-9, at www.irs.gov/w9. Information about any future developments affecting Form W-9 (such as legislation enacted after we release it) will be posted on that page.

Purpose of Form

A person who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, payments made to you in settlement of payment card and third party network transactions, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN to the person requesting it (the requester) and, when applicable, to:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
2. Certify that you are not subject to backup withholding, or
3. Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the

withholding tax on foreign partners' share of effectively connected income, and

4. Certify that FATCA code(s) entered on this form (if any) indicating that you are exempt from the FATCA reporting, is correct.

Note. If you are a U.S. person and a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

Definition of a U.S. person. For federal tax purposes, you are considered a U.S. person if you are:

- An individual who is a U.S. citizen or U.S. resident alien,
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States,
- An estate (other than a foreign estate), or
- A domestic trust (as defined in Regulations section 301.7701-7).

Special rules for partnerships. Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax under section 1446 on any foreign partners' share of effectively connected taxable income from such business. Further, in certain cases where a Form W-9 has not been received, the rules under section 1446 require a partnership to presume that a partner is a foreign person, and pay the section 1446 withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid section 1446 withholding on your share of partnership income.

In the cases below, the following person must give Form W-9 to the partnership for purposes of establishing its U.S. status and avoiding withholding on its allocable share of net income from the partnership conducting a trade or business in the United States:

- In the case of a disregarded entity with a U.S. owner, the U.S. owner of the disregarded entity and not the entity,
- In the case of a grantor trust with a U.S. grantor or other U.S. owner, generally, the U.S. grantor or other U.S. owner of the grantor trust and not the trust, and
- In the case of a U.S. trust (other than a grantor trust), the U.S. trust (other than a grantor trust) and not the beneficiaries of the trust.

Foreign person. If you are a foreign person or the U.S. branch of a foreign bank that has elected to be treated as a U.S. person, do not use Form W-9. Instead, use the appropriate Form W-8 or Form 8233 (see Publication 515, Withholding of Tax on Nonresident Aliens and Foreign Entities).

Nonresident alien who becomes a resident alien. Generally, only a nonresident alien individual may use the terms of a tax treaty to reduce or eliminate U.S. tax on certain types of income. However, most tax treaties contain a provision known as a "saving clause." Exceptions specified in the saving clause may permit an exemption from tax to continue for certain types of income even after the payee has otherwise become a U.S. resident alien for tax purposes.

If you are a U.S. resident alien who is relying on an exception contained in the saving clause of a tax treaty to claim an exemption from U.S. tax on certain types of income, you must attach a statement to Form W-9 that specifies the following five items:

1. The treaty country. Generally, this must be the same treaty under which you claimed exemption from tax as a nonresident alien.
2. The treaty article addressing the income.
3. The article number (or location) in the tax treaty that contains the saving clause and its exceptions.
4. The type and amount of income that qualifies for the exemption from tax.
5. Sufficient facts to justify the exemption from tax under the terms of the treaty article.

Example. Article 20 of the U.S.-China income tax treaty allows an exemption from tax for scholarship income received by a Chinese student temporarily present in the United States. Under U.S. law, this student will become a resident alien for tax purposes if his or her stay in the United States exceeds 5 calendar years. However, paragraph 2 of the first Protocol to the U.S.-China treaty (dated April 30, 1984) allows the provisions of Article 20 to continue to apply even after the Chinese student becomes a resident alien of the United States. A Chinese student who qualifies for this exception (under paragraph 2 of the first protocol) and is relying on this exception to claim an exemption from tax on his or her scholarship or fellowship income would attach to Form W-9 a statement that includes the information described above to support that exemption.

If you are a nonresident alien or a foreign entity, give the requester the appropriate completed Form W-8 or Form 8233.

What is backup withholding? Persons making certain payments to you must under certain conditions withhold and pay to the IRS a percentage of such payments. This is called "backup withholding." Payments that may be subject to backup withholding include interest, tax-exempt interest, dividends, broker and barter exchange transactions, rents, royalties, nonemployee pay, payments made in settlement of payment card and third party network transactions, and certain payments from fishing boat operators. Real estate transactions are not subject to backup withholding.

You will not be subject to backup withholding on payments you receive if you give the requester your correct TIN, make the proper certifications, and report all your taxable interest and dividends on your tax return.

Payments you receive will be subject to backup withholding if:

1. You do not furnish your TIN to the requester,
2. You do not certify your TIN when required (see the Part II instructions on page 3 for details),
3. The IRS tells the requester that you furnished an incorrect TIN,
4. The IRS tells you that you are subject to backup withholding because you did not report all your interest and dividends on your tax return (for reportable interest and dividends only), or
5. You do not certify to the requester that you are not subject to backup withholding under 4 above (for reportable interest and dividend accounts opened after 1983 only).

Certain payees and payments are exempt from backup withholding. See *Exempt payee code* on page 3 and the separate Instructions for the Requester of Form W-9 for more information.

Also see *Special rules for partnerships* on page 1.

What is FATCA reporting? The Foreign Account Tax Compliance Act (FATCA) requires a participating foreign financial institution to report all United States account holders that are specified United States persons. Certain payees are exempt from FATCA reporting. See *Exemption from FATCA reporting code* on page 3 and the Instructions for the Requester of Form W-9 for more information.

Updating Your Information

You must provide updated information to any person to whom you claimed to be an exempt payee if you are no longer an exempt payee and anticipate receiving reportable payments in the future from this person. For example, you may need to provide updated information if you are a C corporation that elects to be an S corporation, or if you no longer are tax exempt. In addition, you must furnish a new Form W-9 if the name or TIN changes for the account, for example, if the grantor of a grantor trust dies.

Penalties

Failure to furnish TIN. If you fail to furnish your correct TIN to a requester, you are subject to a penalty of \$50 for each such failure unless your failure is due to reasonable cause and not to willful neglect.

Civil penalty for false information with respect to withholding. If you make a false statement with no reasonable basis that results in no backup withholding, you are subject to a \$500 penalty.

Criminal penalty for falsifying information. Willfully falsifying certifications or affirmations may subject you to criminal penalties including fines and/or imprisonment.

Misuse of TINs. If the requester discloses or uses TINs in violation of federal law, the requester may be subject to civil and criminal penalties.

Specific Instructions

Name

If you are an individual, you must generally enter the name shown on your income tax return. However, if you have changed your last name, for instance, due to marriage without informing the Social Security Administration of the name change, enter your first name, the last name shown on your social security card, and your new last name.

If the account is in joint names, list first, and then circle, the name of the person or entity whose number you entered in Part I of the form.

Sole proprietor. Enter your individual name as shown on your income tax return on the "Name" line. You may enter your business, trade, or "doing business as (DBA)" name on the "Business name/disregarded entity name" line.

Partnership, C Corporation, or S Corporation. Enter the entity's name on the "Name" line and any business, trade, or "doing business as (DBA)" name on the "Business name/disregarded entity name" line.

Disregarded entity. For U.S. federal tax purposes, an entity that is disregarded as an entity separate from its owner is treated as a "disregarded entity." See Regulation section 301.7701-2(c)(2)(iii). Enter the owner's name on the "Name" line. The name of the entity entered on the "Name" line should never be a disregarded entity. The name on the "Name" line must be the name shown on the income tax return on which the income should be reported. For example, if a foreign LLC that is treated as a disregarded entity for U.S. federal tax purposes has a single owner that is a U.S. person, the U.S. owner's name is required to be provided on the "Name" line. If the direct owner of the entity is also a disregarded entity, enter the first owner that is not disregarded for federal tax purposes. Enter the disregarded entity's name on the "Business name/disregarded entity name" line. If the owner of the disregarded entity is a foreign person, the owner must complete an appropriate Form W-8 instead of a Form W-9. This is the case even if the foreign person has a U.S. TIN.

Note. Check the appropriate box for the U.S. federal tax classification of the person whose name is entered on the "Name" line (Individual/sole proprietor, Partnership, C Corporation, S Corporation, Trust/estate).

Limited Liability Company (LLC). If the person identified on the "Name" line is an LLC, check the "Limited liability company" box only and enter the appropriate code for the U.S. federal tax classification in the space provided. If you are an LLC that is treated as a partnership for U.S. federal tax purposes, enter "P" for partnership. If you are an LLC that has filed a Form 8832 or a Form 2553 to be taxed as a corporation, enter "C" for C corporation or "S" for S corporation, as appropriate. If you are an LLC that is disregarded as an entity separate from its owner under Regulation section 301.7701-3 (except for employment and excise tax), do not check the LLC box unless the owner of the LLC (required to be identified on the "Name" line) is another LLC that is not disregarded for U.S. federal tax purposes. If the LLC is disregarded as an entity separate from its owner, enter the appropriate tax classification of the owner identified on the "Name" line.

Other entities. Enter your business name as shown on required U.S. federal tax documents on the "Name" line. This name should match the name shown on the charter or other legal document creating the entity. You may enter any business, trade, or DBA name on the "Business name/disregarded entity name" line.

Exemptions

If you are exempt from backup withholding and/or FATCA reporting, enter in the *Exemptions* box, any code(s) that may apply to you. See *Exempt payee code* and *Exemption from FATCA reporting code* on page 3.

Exempt payee code. Generally, individuals (including sole proprietors) are not exempt from backup withholding. Corporations are exempt from backup withholding for certain payments, such as interest and dividends. Corporations are not exempt from backup withholding for payments made in settlement of payment card or third party network transactions.

Note. If you are exempt from backup withholding, you should still complete this form to avoid possible erroneous backup withholding.

The following codes identify payees that are exempt from backup withholding:

- 1—An organization exempt from tax under section 501(a), any IRA, or a custodial account under section 403(b)(7) if the account satisfies the requirements of section 401(f)(2)
- 2—The United States or any of its agencies or instrumentalities
- 3—A state, the District of Columbia, a possession of the United States, or any of their political subdivisions or instrumentalities
- 4—A foreign government or any of its political subdivisions, agencies, or instrumentalities
- 5—A corporation
- 6—A dealer in securities or commodities required to register in the United States, the District of Columbia, or a possession of the United States
- 7—A futures commission merchant registered with the Commodity Futures Trading Commission
- 8—A real estate investment trust
- 9—An entity registered at all times during the tax year under the Investment Company Act of 1940
- 10—A common trust fund operated by a bank under section 584(a)
- 11—A financial institution
- 12—A middleman known in the investment community as a nominee or custodian
- 13—A trust exempt from tax under section 664 or described in section 4947

The following chart shows types of payments that may be exempt from backup withholding. The chart applies to the exempt payees listed above, 1 through 13.

IF the payment is for . . .	THEN the payment is exempt for . . .
Interest and dividend payments	All exempt payees except for 7
Broker transactions	Exempt payees 1 through 4 and 6 through 11 and all C corporations. S corporations must not enter an exempt payee code because they are exempt only for sales of noncovered securities acquired prior to 2012.
Barter exchange transactions and patronage dividends	Exempt payees 1 through 4
Payments over \$600 required to be reported and direct sales over \$5,000 ¹	Generally, exempt payees 1 through 5 ²
Payments made in settlement of payment card or third party network transactions	Exempt payees 1 through 4

¹ See Form 1099-MISC, Miscellaneous Income, and its instructions.

² However, the following payments made to a corporation and reportable on Form 1099-MISC are not exempt from backup withholding: medical and health care payments, attorneys' fees, gross proceeds paid to an attorney, and payments for services paid by a federal executive agency.

Exemption from FATCA reporting code. The following codes identify payees that are exempt from reporting under FATCA. These codes apply to persons submitting this form for accounts maintained outside of the United States by certain foreign financial institutions. Therefore, if you are only submitting this form for an account you hold in the United States, you may leave this field blank. Consult with the person requesting this form if you are uncertain if the financial institution is subject to these requirements.

- A—An organization exempt from tax under section 501(a) or any individual retirement plan as defined in section 7701(a)(37)
- B—The United States or any of its agencies or instrumentalities
- C—A state, the District of Columbia, a possession of the United States, or any of their political subdivisions or instrumentalities
- D—A corporation the stock of which is regularly traded on one or more established securities markets, as described in Reg. section 1.1472-1(c)(1)(i)
- E—A corporation that is a member of the same expanded affiliated group as a corporation described in Reg. section 1.1472-1(c)(1)(i)
- F—A dealer in securities, commodities, or derivative financial instruments (including notional principal contracts, futures, forwards, and options) that is registered as such under the laws of the United States or any state

G—A real estate investment trust

H—A regulated investment company as defined in section 851 or an entity registered at all times during the tax year under the Investment Company Act of 1940

I—A common trust fund as defined in section 584(a)

J—A bank as defined in section 581

K—A broker

L—A trust exempt from tax under section 664 or described in section 4947(a)(1)

M—A tax exempt trust under a section 403(b) plan or section 457(g) plan

Part I. Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. If you are a resident alien and you do not have and are not eligible to get an SSN, your TIN is your IRS individual taxpayer identification number (ITIN). Enter it in the social security number box. If you do not have an ITIN, see *How to get a TIN* below.

If you are a sole proprietor and you have an EIN, you may enter either your SSN or EIN. However, the IRS prefers that you use your SSN.

If you are a single-member LLC that is disregarded as an entity separate from its owner (see *Limited Liability Company (LLC)* on page 2), enter the owner's SSN (or EIN, if the owner has one). Do not enter the disregarded entity's EIN. If the LLC is classified as a corporation or partnership, enter the entity's EIN.

Note. See the chart on page 4 for further clarification of name and TIN combinations.

How to get a TIN. If you do not have a TIN, apply for one immediately. To apply for an SSN, get Form SS-5, Application for a Social Security Card, from your local Social Security Administration office or get this form online at www.ssa.gov. You may also get this form by calling 1-800-772-1213. Use Form W-7, Application for IRS Individual Taxpayer Identification Number, to apply for an ITIN, or Form SS-4, Application for Employer Identification Number, to apply for an EIN. You can apply for an EIN online by accessing the IRS website at www.irs.gov/businesses and clicking on Employer Identification Number (EIN) under Starting a Business. You can get Forms W-7 and SS-4 from the IRS by visiting IRS.gov or by calling 1-800-TAX-FORM (1-800-829-3676).

If you are asked to complete Form W-9 but do not have a TIN, apply for a TIN and write "Applied For" in the space for the TIN, sign and date the form, and give it to the requester. For interest and dividend payments, and certain payments made with respect to readily tradable instruments, generally you will have 60 days to get a TIN and give it to the requester before you are subject to backup withholding on payments. The 60-day rule does not apply to other types of payments. You will be subject to backup withholding on all such payments until you provide your TIN to the requester.

Note. Entering "Applied For" means that you have already applied for a TIN or that you intend to apply for one soon.

Caution: A disregarded U.S. entity that has a foreign owner must use the appropriate Form W-8.

Part II. Certification

To establish to the withholding agent that you are a U.S. person, or resident alien, sign Form W-9. You may be requested to sign by the withholding agent even if items 1, 4, or 5 below indicate otherwise.

For a joint account, only the person whose TIN is shown in Part I should sign (when required). In the case of a disregarded entity, the person identified on the "Name" line must sign. Exempt payees, see *Exempt payee code* earlier.

Signature requirements. Complete the certification as indicated in items 1 through 5 below.

1. Interest, dividend, and barter exchange accounts opened before 1984 and broker accounts considered active during 1983. You must give your correct TIN, but you do not have to sign the certification.

2. Interest, dividend, broker, and barter exchange accounts opened after 1983 and broker accounts considered inactive during 1983. You must sign the certification or backup withholding will apply. If you are subject to backup withholding and you are merely providing your correct TIN to the requester, you must cross out item 2 in the certification before signing the form.

3. Real estate transactions. You must sign the certification. You may cross out item 2 of the certification.

4. Other payments. You must give your correct TIN, but you do not have to sign the certification unless you have been notified that you have previously given an incorrect TIN. "Other payments" include payments made in the course of the requester's trade or business for rents, royalties, goods (other than bills for merchandise), medical and health care services (including payments to corporations), payments to a nonemployee for services, payments made in settlement of payment card and third party network transactions, payments to certain fishing boat crew members and fishermen, and gross proceeds paid to attorneys (including payments to corporations).

5. Mortgage interest paid by you, acquisition or abandonment of secured property, cancellation of debt, qualified tuition program payments (under section 529), IRA, Coverdell ESA, Archer MSA or HSA contributions or distributions, and pension distributions. You must give your correct TIN, but you do not have to sign the certification.

What Name and Number To Give the Requester

For this type of account:	Give name and SSN of:
1. Individual	The individual
2. Two or more individuals (joint account)	The actual owner of the account or, if combined funds, the first individual on the account ¹
3. Custodian account of a minor (Uniform Gift to Minors Act)	The minor ²
4. a. The usual revocable savings trust (grantor is also trustee)	The grantor-trustee ¹
b. So-called trust account that is not a legal or valid trust under state law	The actual owner ¹
5. Sole proprietorship or disregarded entity owned by an individual	The owner ³
6. Grantor trust filing under Optional Form 1099 Filing Method 1 (see Regulation section 1.671-4(b)(2)(i)(A))	The grantor*
For this type of account:	Give name and EIN of:
7. Disregarded entity not owned by an individual	The owner
8. A valid trust, estate, or pension trust	Legal entity ⁴
9. Corporation or LLC electing corporate status on Form 8832 or Form 2553	The corporation
10. Association, club, religious, charitable, educational, or other tax-exempt organization	The organization
11. Partnership or multi-member LLC	The partnership
12. A broker or registered nominee	The broker or nominee
13. Account with the Department of Agriculture in the name of a public entity (such as a state or local government, school district, or prison) that receives agricultural program payments	The public entity
14. Grantor trust filing under the Form 1041 Filing Method or the Optional Form 1099 Filing Method 2 (see Regulation section 1.671-4(b)(2)(i)(B))	The trust

¹ List first and circle the name of the person whose number you furnish. If only one person on a joint account has an SSN, that person's number must be furnished.

² Circle the minor's name and furnish the minor's SSN.

³ You must show your individual name and you may also enter your business or "DBA" name on the "Business name/disregarded entity" name line. You may use either your SSN or EIN (if you have one), but the IRS encourages you to use your SSN.

⁴ List first and circle the name of the trust, estate, or pension trust. (Do not furnish the TIN of the personal representative or trustee unless the legal entity itself is not designated in the account title.) Also see *Special rules for partnerships* on page 1.

*Note. Grantor also must provide a Form W-9 to trustee of trust.

Note. If no name is circled when more than one name is listed, the number will be considered to be that of the first name listed.

Secure Your Tax Records from Identity Theft

Identity theft occurs when someone uses your personal information such as your name, social security number (SSN), or other identifying information, without your permission, to commit fraud or other crimes. An identity thief may use your SSN to get a job or may file a tax return using your SSN to receive a refund.

To reduce your risk:

- Protect your SSN,
- Ensure your employer is protecting your SSN, and
- Be careful when choosing a tax preparer.

If your tax records are affected by identity theft and you receive a notice from the IRS, respond right away to the name and phone number printed on the IRS notice or letter.

If your tax records are not currently affected by identity theft but you think you are at risk due to a lost or stolen purse or wallet, questionable credit card activity or credit report, contact the IRS Identity Theft Hotline at 1-800-908-4490 or submit Form 14039.

For more information, see Publication 4535, Identity Theft Prevention and Victim Assistance.

Victims of identity theft who are experiencing economic harm or a system problem, or are seeking help in resolving tax problems that have not been resolved through normal channels, may be eligible for Taxpayer Advocate Service (TAS) assistance. You can reach TAS by calling the TAS toll-free case intake line at 1-877-777-4778 or TTY/TDD 1-800-829-4059.

Protect yourself from suspicious emails or phishing schemes. Phishing is the creation and use of email and websites designed to mimic legitimate business emails and websites. The most common act is sending an email to a user falsely claiming to be an established legitimate enterprise in an attempt to scam the user into surrendering private information that will be used for identity theft.

The IRS does not initiate contacts with taxpayers via emails. Also, the IRS does not request personal detailed information through email or ask taxpayers for the PIN numbers, passwords, or similar secret access information for their credit card, bank, or other financial accounts.

If you receive an unsolicited email claiming to be from the IRS, forward this message to phishing@irs.gov. You may also report misuse of the IRS name, logo, or other IRS property to the Treasury Inspector General for Tax Administration at 1-800-366-4484. You can forward suspicious emails to the Federal Trade Commission at: spam@uce.gov or contact them at www.ftc.gov/idtheft or 1-877-IDTHEFT (1-877-438-4338).

Visit IRS.gov to learn more about identity theft and how to reduce your risk.

Privacy Act Notice

Section 6109 of the Internal Revenue Code requires you to provide your correct TIN to persons (including federal agencies) who are required to file information returns with the IRS to report interest, dividends, or certain other income paid to you; mortgage interest you paid; the acquisition or abandonment of secured property; the cancellation of debt; or contributions you made to an IRA, Archer MSA, or HSA. The person collecting this form uses the information on the form to file information returns with the IRS, reporting the above information. Routine uses of this information include giving it to the Department of Justice for civil and criminal litigation and to cities, states, the District of Columbia, and U.S. commonwealths and possessions for use in administering their laws. The information also may be disclosed to other countries under a treaty, to federal and state agencies to enforce civil and criminal laws, or to federal law enforcement and intelligence agencies to combat terrorism. You must provide your TIN whether or not you are required to file a tax return. Under section 3406, payers must generally withhold a percentage of taxable interest, dividend, and certain other payments to a payee who does not give a TIN to the payer. Certain penalties may also apply for providing false or fraudulent information.

**APPLICATION FOR INSTALLATION ACCESS
(FOR U.S. CITIZEN APPLICANTS ONLY)**

DATA REQUIRED BY THE PRIVACY ACT OF 1974

PRINCIPAL PURPOSE: Provide necessary information to determine if applicant meets the access control requirements. Use of Driver's License is necessary to make positive identification of the applicant.

ROUTINE USE: None.

DISCLOSURE IS VOLUNTARY: However, failure to provide information requested may delay or preclude access to the installation.

SECTION I. Should be completed by the sponsor requesting personnel listed below inclusion to the Installation Access Roster to permit entry to the U.S. Army, Presidio of Monterey, California. Sponsor will be responsible for all actions of their guests while on the installation.

SECTION II is for information on U.S. Citizen applicants.

SECTION I. SPONSOR'S INFORMATION

SPONSOR'S LAST NAME, FIRST NAME, MIDDLE INITIAL

FINONA JR, JOAQUIN Q

SPONSOR'S WORK PHONE (Area Code and Number)

831 242-6995

SPONSOR'S ORGANIZATION

DFMWR, Presidio of Monterey

SPONSOR'S SSN (Verification required in DEERS/DBIDS)

DATE OF BIRTH (MM/DD/YYYY)

CONTRACT EXPIRATION DATE (Contractors only)

PURPOSE OF VISIT (Please provide details in the space provided below)

☐ Mission Requirement

☒ Other

To participate as a Vendor for Language Day event on 12 May 2017 on Soldier Field.

TYPE OF REQUEST

☒ ACCESS ROSTER

☐ DBIDS CARD

☐ INITIAL REQUEST

☐ RENEWAL

SIGNATURE

DATE

SECTION II. INFORMATION ON U.S. CITIZEN APPLICANT(S)

1. LAST NAME, FIRST NAME, MIDDLE INITIAL

FULL SSN (Verification required in CLETS)

DRIVER'S LICENSE NUMBER

ISSUING STATE

DATE OF BIRTH (MM/DD/YYYY)

DATE OF REQUESTED ACCESS (MM/DD/YYYY)

TIME OF REQUESTED ACCESS

FROM

05/11/2017

TO

05/12/2017

FROM

6:00 AM

TO

5:00 PM

DAYS REQUESTED ACCESS ☐ MONDAY ☐ TUESDAY ☐ WEDNESDAY ☐ THURSDAY ☒ FRIDAY ☐ SATURDAY ☐ SUNDAY

2. LAST NAME, FIRST NAME, MIDDLE INITIAL

FULL SSN (Verification required in CLETS)

DRIVER'S LICENSE NUMBER

ISSUING STATE

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DAYS REQUESTED ACCESS ☐ MONDAY ☐ TUESDAY ☐ WEDNESDAY ☐ THURSDAY ☒ FRIDAY ☐ SATURDAY ☐ SUNDAY

3. LAST NAME, FIRST NAME, MIDDLE INITIAL

FULL SSN (Verification required in CLETS)

DRIVER'S LICENSE NUMBER

ISSUING STATE

DATE OF BIRTH (MM/DD/YYYY)

DATE OF REQUESTED ACCESS (MM/DD/YYYY)

TIME OF REQUESTED ACCESS

FROM

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TO

5:00 PM

DAYS REQUESTED ACCESS ☐ MONDAY ☐ TUESDAY ☐ WEDNESDAY ☐ THURSDAY ☒ FRIDAY ☐ SATURDAY ☐ SUNDAY

**APPLICATION FOR INSTALLATION ACCESS
(FOR U.S. CITIZEN APPLICANTS ONLY)**

SECTION II. INFORMATION ON U.S. CITIZEN APPLICANT(S) (Continuation page)			
4. LAST NAME, FIRST NAME, MIDDLE INITIAL		FULL SSN (Verification required in CLETS)	
DRIVER'S LICENSE NUMBER	ISSUING STATE	DATE OF BIRTH (MM/DD/YYYY)	
DATE OF REQUESTED ACCESS (MM/DD/YYYY) FROM <input type="text" value="05/11/2017"/> TO <input type="text" value="05/12/2017"/>		TIME OF REQUESTED ACCESS FROM <input type="text" value="6:00 AM"/> TO <input type="text" value="5:00 PM"/>	
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5. LAST NAME, FIRST NAME, MIDDLE INITIAL		FULL SSN (Verification required in CLETS)	
DRIVER'S LICENSE NUMBER	ISSUING STATE	DATE OF BIRTH (MM/DD/YYYY)	
DATE OF REQUESTED ACCESS (MM/DD/YYYY) FROM <input type="text" value="05/11/2017"/> TO <input type="text" value="05/12/2017"/>		TIME OF REQUESTED ACCESS FROM <input type="text" value="6:00 AM"/> TO <input type="text" value="5:00 PM"/>	
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6. LAST NAME, FIRST NAME, MIDDLE INITIAL		FULL SSN (Verification required in CLETS)	
DRIVER'S LICENSE NUMBER	ISSUING STATE	DATE OF BIRTH (MM/DD/YYYY)	
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7. LAST NAME, FIRST NAME, MIDDLE INITIAL		FULL SSN (Verification required in CLETS)	
DRIVER'S LICENSE NUMBER	ISSUING STATE	DATE OF BIRTH (MM/DD/YYYY)	
DATE OF REQUESTED ACCESS (MM/DD/YYYY) FROM <input type="text" value="05/11/2017"/> TO <input type="text" value="05/12/2017"/>		TIME OF REQUESTED ACCESS FROM <input type="text" value="6:00 AM"/> TO <input type="text" value="5:00 PM"/>	
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8. LAST NAME, FIRST NAME, MIDDLE INITIAL		FULL SSN (Verification required in CLETS)	
DRIVER'S LICENSE NUMBER	ISSUING STATE	DATE OF BIRTH (MM/DD/YYYY)	
DATE OF REQUESTED ACCESS (MM/DD/YYYY) FROM <input type="text" value="05/11/2017"/> TO <input type="text" value="05/12/2017"/>		TIME OF REQUESTED ACCESS FROM <input type="text" value="6:00 AM"/> TO <input type="text" value="5:00 PM"/>	
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FOR LAW ENFORCEMENT USE ONLY			
DATE NCIC III CONDUCTED		DISQUALIFYING FACTORS <input type="checkbox"/> YES <input type="checkbox"/> NO	
FOR APPROVING AUTHORITY USE ONLY			
<input type="checkbox"/> APPROVED <input type="checkbox"/> DISAPPROVED	PRINTED NAME	SIGNATURE	DATE

**APPLICATION FOR INSTALLATION ACCESS
(FOR NON U.S. CITIZEN APPLICANTS ONLY)**

DATA REQUIRED BY THE PRIVACY ACT OF 1974

PRINCIPAL PURPOSE: Provide necessary information to determine if applicant meets the access control requirements. Use of Driver's License is necessary to make positive identification of the applicant.
 ROUTINE USE: None.
 DISCLOSURE IS VOLUNTARY: However, failure to provide information requested may delay or preclude access to the installation.

SECTION I. Should be completed by the sponsor requesting personnel listed below inclusion to the Installation Access Roster to permit entry to the U.S. Army, Presidio of Monterey, California. Sponsor will be responsible for all actions of their guests while on the installation.
SECTION II is for information on Non-U.S. Citizen applicants.

SECTION I. SPONSOR'S INFORMATION

SPONSOR'S LAST NAME, FIRST NAME, MIDDLE INITIAL

PABLO, MIGUEL C

SPONSOR'S WORK PHONE (Area Code and Number)

831 242-5557

SPONSOR'S ORGANIZATION

DFMWR, Presidio of Monterey

SPONSOR'S SSN (Verification required in DEERS/DBIDS)

DATE OF BIRTH (MM/DD/YYYY)

CONTRACT EXPIRATION DATE (Contractors only)

PURPOSE OF VISIT (Please provide details in the space provided below)

☐ Mission Requirement

☒ Other

To participate as a Vendor for Language Day event on 12 May 2017 on Soldier Field.

TYPE OF REQUEST

☒ ACCESS ROSTER

☐ DBIDS CARD

☐ INITIAL REQUEST

☐ RENEWAL

SIGNATURE

DATE

SECTION II. INFORMATION ON NON-U.S. CITIZEN APPLICANT(S)

1. LAST NAME, FIRST NAME, MIDDLE INITIAL

DRIVER'S LICENSE NUMBER

ISSUING STATE

DATE OF REQUESTED ACCESS (MM/DD/YYYY)

FROM

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05/12/2017

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DAYS REQUESTED ACCESS ☐ MONDAY ☐ TUESDAY ☐ WEDNESDAY ☐ THURSDAY ☒ FRIDAY ☐ SATURDAY ☐ SUNDAY

CITIZENSHIP

COUNTRY OF BIRTH

DATE OF BIRTH (MM/DD/YYYY)

PASSPORT NUMBER

DATE OF ISSUE (MM/DD/YYYY)

PLACE OF ISSUE

VISA NUMBER

DATE OF ISSUE (MM/DD/YYYY)

PLACE OF ISSUE

ALIEN REGISTRATION NUMBER

DATE OF ISSUE (MM/DD/YYYY)

PLACE OF ISSUE

2. LAST NAME, FIRST NAME, MIDDLE INITIAL

DRIVER'S LICENSE NUMBER

ISSUING STATE

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CITIZENSHIP

COUNTRY OF BIRTH

DATE OF BIRTH (MM/DD/YYYY)

PASSPORT NUMBER

DATE OF ISSUE (MM/DD/YYYY)

PLACE OF ISSUE

VISA NUMBER

DATE OF ISSUE (MM/DD/YYYY)

PLACE OF ISSUE

ALIEN REGISTRATION NUMBER

DATE OF ISSUE (MM/DD/YYYY)

PLACE OF ISSUE

**APPLICATION FOR INSTALLATION ACCESS
(FOR NON-U.S. CITIZEN APPLICANTS ONLY)**

SECTION II. INFORMATION ON NON-U.S. CITIZEN APPLICANT(S) (Continuation page)			
3. LAST NAME, FIRST NAME, MIDDLE INITIAL		DRIVER'S LICENSE NUMBER	ISSUING STATE
DATE OF REQUESTED ACCESS (MM/DD/YYYY) FROM <input type="text" value="05/11/2017"/> TO <input type="text" value="05/12/2017"/>		TIME OF REQUESTED ACCESS FROM <input type="text" value="6:00 AM"/> TO <input type="text" value="5:00 PM"/>	
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CITIZENSHIP	COUNTRY OF BIRTH	DATE OF BIRTH (MM/DD/YYYY)	
PASSPORT NUMBER	DATE OF ISSUE (MM/DD/YYYY)	PLACE OF ISSUE	
VISA NUMBER	DATE OF ISSUE (MM/DD/YYYY)	PLACE OF ISSUE	
ALIEN REGISTRATION NUMBER	DATE OF ISSUE (MM/DD/YYYY)	PLACE OF ISSUE	
4. LAST NAME, FIRST NAME, MIDDLE INITIAL		DRIVER'S LICENSE NUMBER	ISSUING STATE
DATE OF REQUESTED ACCESS (MM/DD/YYYY) FROM <input type="text" value="05/11/2017"/> TO <input type="text" value="05/12/2017"/>		TIME OF REQUESTED ACCESS FROM <input type="text" value="6:00 AM"/> TO <input type="text" value="5:00 PM"/>	
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CITIZENSHIP	COUNTRY OF BIRTH	DATE OF BIRTH (MM/DD/YYYY)	
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VISA NUMBER	DATE OF ISSUE (MM/DD/YYYY)	PLACE OF ISSUE	
ALIEN REGISTRATION NUMBER	DATE OF ISSUE (MM/DD/YYYY)	PLACE OF ISSUE	
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CITIZENSHIP	COUNTRY OF BIRTH	DATE OF BIRTH (MM/DD/YYYY)	
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ALIEN REGISTRATION NUMBER	DATE OF ISSUE (MM/DD/YYYY)	PLACE OF ISSUE	
FOR LAW ENFORCEMENT USE ONLY			
DATE NCIC III CONDUCTED		DISQUALIFYING FACTORS <input type="checkbox"/> YES <input type="checkbox"/> NO	
FOR APPROVING AUTHORITY USE ONLY			
<input type="checkbox"/> APPROVED <input type="checkbox"/> DISAPPROVED	PRINTED NAME	SIGNATURE	DATE