APPLICATION FOR HOLIDAY VISITOR

IMPORTANT NOTE FOR SPONSORS- A minimum of 5 working days' notice is required for applications to be processed in time. Sponsor and visitor must attend the pass office together to collect pass. The Head of Establishment retains the right to refuse or revoke access to any individual without prior notice or warning.

Part 1- Visitor's details

Title	Forename(s)	Surname	Date of Birth	Place of Birth	Relationship to Sponsor	Nationality	Passport No

Children aged 11 and under do not require a pass, only visitors aged 12 and over should be annotated on this list.

****Visitors are advised to take out Private health insurance, the EU Health card may not cover the private clinic which the MoD Uses in Cyprus****

Part 2- Visit details

Arrival Date	Departure Date	Sponsors Home Address	Visitors Home Address (if different to sponsor)

Part 3- Sponsors details

Rank	Full Name	Service Number	Unit	Tourex	Contact No

☐ I certify that I am entitled to sponsor the applicant in accordance with BFC Standing Orders Chapter 4, Section 3.

☐ I understand that it is my responsibility to ensure the applicant is aware that their pass allows them access to my SFA and unit retail establishments only, and there is no access to military buildings allowed.

☐ I understand that it is my responsibility to recover the pass(es) from the holder(s) and return them to the pass office when no longer required.

IMPORTANT: In accordance with the Data Protection Act 1998, the Ministry of Defence will collect, use, protect and retain the information on this form for exercising rights and obligations in connection with employment including the production of management stats only, which will be collected centrally. If you have any concerns you should advise the Sy Flt accordingly.

Send to BFC-AKI-RAFP-SyFlt-PassGpMailbox@mod.gov.uk

SUBMIT