

GUEST VISITATION INFORMATION

All visitors to Lackland Air Force Base over the age of 18 and not in possession of a valid DOD identification card are required to have a Visitor Access Pass in their possession prior to gaining access to Lackland Air Force Base. Each visitor must have a pass issued in their name and a state issued picture ID card in their possession while on Lackland. It is the sole responsibility of the trainee to complete a Visitors Access Request Letter (VARL) for up to 10 anticipated adult guests. The trainee is responsible for mailing out passes upon receipt in the 3rd week of training.

Trainees should arrive to Basic Military Training with a completed VARL, as they are issued by their Recruiter prior to leaving for BMT. However, in some unique situations, your trainee may contact you requesting information needed to complete a VARL form. The required information includes the guest's full name, date of birth, driver's license number and state of issuance.

You should anticipate receiving your Visitor Access Pass around the end of the trainee's fifth week of training. If you have not received your pass contact your trainee directly via mail or during an authorized telephone call to ensure your trainee has completed the VARL form and has mailed your Visitor Access Pass to you.

IF YOU DO NOT HAVE A VISITOR ACCESS PASS OR VALID DOD ID (CAC OR RETIRED MILITARY ID) YOU WILL BE DENIED ACCESS TO THE BASE.

Note: If you do not receive a Visitor Access Pass prior to arriving at Lackland, you will be required to visit the Luke East Visitor Center upon arrival (Open 24-hours daily). The BMT Reception Center cannot verify guest lists or visitor pass issuance. You may check with your trainee during an authorized telephone call on the status of your pass(s).

Security Forces will not process VARL's past the end of the trainees 3rd week of training. If your trainee submits a late VARL, we cannot guarantee that passes will be ready or available for your Airman's graduation. If passes are not ready, visitors may have to wait until after the Airman's Coin and Retreat Ceremony is over before the Airman may go to the Visitor Center to sponsor visitors on base.

Note: Sponsoring means your Airman vouches for you to enter the installation and assumes responsibility for your actions while on base.

If your trainee is in the 1st – 3rd week of training, visitors must go to the above link ("copy of the VARL form") and print out a VARL, fill out all required information (do not sign) and mail it to the trainee directly for signature. The flight MTI will forward to Security Forces for processing. If visitors do not receive their passes by the end of the 5th week of training, but choose to travel to San Antonio/Lackland AFB, they will have to report to the Visitors Reception Center for assistance.

If installation access is denied for any reason, only the trainee may initiate a deviation access request waiver to the installation commander. Please direct any questions to your trainee directly via mail or authorized telephone calls.

(As of 14 Jul 2016)