



Maxwell AFB School Support Request Form



Please fill out this form to help us coordinate support for your request.

Date request submitted: _____

Requesting School: _____

Point of Contact: _____

POC Position/Title: _____

Email: _____

Phone: _____

Requesting:

Maxwell AFB tour

Date(s) requesting tour: _____

Grade level of students: _____ # of students: _____

of adults (teachers/chaperones): _____ # of buses/vehicles: _____

Estimated Arrival time: _____ Estimated Departure time: _____

All individuals 16 & older must adhere to the REAL ID guidelines (see last page). Acknowledgment of guidelines is required in order to participate in a tour at Maxwell AFB (see last page).

School Project/guest at school (speakers, special event, etc.)

Date(s): _____

Location: _____

Time(s): _____

Tell us about your project or the support you are requesting. For tours, list any areas of interest.

For projects/support request at your school:

- Indicate the attire for this event: Uniform of the Day, Formal (Class A), Physical Training uniform, or other attire
- Designated on-site coordinator
- Have a plan of action for all personnel
- Have all needed supplies to help them do the work efficiently/or list what they need to bring for school support. If you are not sure, contact our office
- Have a sign-in/check-in sheet to track their participation

Submit form to Maxwell AFB School Liaison Office at 42FSS.FYES.SchoolLiaison@us.af.mil 334-953-6430 or 334-953-1259

For Maxwell School Liaisons use only:

Date received Support/Tour request form from school: _____ **30 days?** Yes No
Can we support the request? Yes No

Sent POC acknowledgment of request received: _____
Notify PA of engagement: _____
Sent Photo Release form to attendees Yes No
Will PA attend event and capture photos? Yes No
Put on FSS calendar: _____

School Support:

Support Request:

- Pushed to Organizations for support _____
- Submitted to Reveille _____
- Did school get support? Yes No If yes, from what organizations: _____

For tours:

Sent POC Base Access guidelines and EAL form: _____
Sent Photo Release forms to POC: _____

Coordination of Units (as needed):

- 908th FTW/703rd HS _____
- Control Tower _____
- Honor Guard _____
- DFACs _____
- Security Forces _____
- Fire Department _____
- Recruiters _____
- Enlisted Heritage Hall _____
- Fitness Center _____
- CAP _____
- Volunteers _____

REAL ID Act Info:

<https://www.maxwell.af.mil/About-Us/Fact-Sheets/Display/Article/4024201/base-access-information/>

Effective May 7, 2025, all visitors must present a REAL ID compliant credential to be issued a pass. For civilians, this means that there is a stricter set of requirements as to what can be presented as a valid ID when attempting to obtain access to a military base. All school tour attendees must abide by the base access guidelines (teachers will count as the parent/guardian for students 16-17 years of age).

All individuals 16 and older must follow the acceptable identification guidelines below.

Acceptable forms of identification to access Maxwell AFB and Gunter Annex include:

- **A REAL ID-compliant driver's license** (marked with a star in the upper right corner) or
- a **U.S. passport** or passport card or
- or all of **the following**:
 - An original or certified **true copy** of a **birth certificate** with a raised seal and
 - A **social security card** and
 - A **driver's license/non-driver state ID** issued by a state, territory, or the District of Columbia that is **not** REAL ID-compliant
 - All three documents **must reflect the same name** (or a documented former name through legal name change documents such as a court order, marriage certificate, or divorce decree).

Non-REAL ID Individuals 16 – 17 years of age (under 18), can present the following if accompanied by a REAL-ID compliant parent/guardian/teacher. If not with a complaint parent/guardian/teacher, individuals 16-17 years of age must have the REAL-ID documents listed above.

- Non-REAL ID Driver's license/Permit or
- Non-REAL ID State Identification card or
- School report card with date of birth or
- An original or certified true copy of a birth certificate with a raised seal

REAL ID-compliant cards will have a star marking on the upper top portion of the card. If the card does not have a star marking, it is not REAL ID-compliant and won't be accepted as proof of identity to access military installations like Maxwell Air Force Base or Gunter Annex. A current valid military ID also serves as a REAL ID.

Acknowledgment of REAL ID Guidelines:

Must be completed by a teacher/adult in charge of the group.

I, _____, acknowledge that I have received the Real ID guidelines on _____ and will make sure all adults and students provide the necessary documents for base entry and have them on the day of the event.

I also understand that if a student or adult does not have proper credentials and/or required documents, access will be denied without exception, which can mean the entire group may not be able to participate in the event.