

COMPANY APPLICATION FOR MERCHANT PASS (UNOFFICIAL BUSINESS)

(ENSURE DATA IS LEGIBLE AND COMPLETE)

(FOR OFFICIAL USE WHEN FILLED IN)

1. FULL NAME:		2. POSITION:	
3. COMPANY:		4. STATE TAX ID:	
5. COMPANY ADDRESS, CITY, AND ZIP CODE:			
6. COMPANY PHONE:		7. PURPOSE OF ACCESS TO MAXWELL AFB:	
8. DAYS OF THE WEEK AND HOURS REQUESTING AUTHORIZATION TO ENTER MAXWELL AFB FOR BUSINESS PURPOSES ONLY: <i>(Indicate all that apply)</i>			
<input type="checkbox"/> M <input type="checkbox"/> Tu <input type="checkbox"/> W <input type="checkbox"/> Th <input type="checkbox"/> F <input type="checkbox"/> Sa <input type="checkbox"/> Su Earliest entry hour: Latest entry hour:			
9. EMPLOYEES REQUIRING BADGES: (LAST NAME, FIRST NAME, MI)			
a.		f.	
b.		g.	
c.		h.	
d.		i.	
e.		j.	
10. As the point of contact for the aforementioned company and employees listed above, I will adhere to the following:			
a. Merchant's business is ongoing and indefinite in duration and requires access to Maxwell AFB a minimum of once a week.			
b. Merchant is financially responsible for completing background checks for those employees requiring access to Maxwell AFB.			
c. Merchant is responsible for tracking and retrieving badges from employees within 10 days of separation, termination, and/or completion of business on Maxwell AFB AL. Badges must be returned to Pass and Registration, Bldg 502, Phone: (334) 953-4283.			
d. Business may lose base pass privileges if they fail to control use of the badges or do not return them upon completion of use. Lost badges will result in an update background check by Alabama Bureau of Investigation completed prior to reissue.			
11. Signature of Company Representative		12. Date	
DO NOT WRITE BELOW - GOVERNMENT USE ONLY			
13. PROCESSED BY:		14. DATE:	
15. COMMENTS:			