



## **DAFB CIVILIAN FACULTY PASS PROCECUDRE**

Civilian faculty teaching at the Wilmington University Dover Air Force Base Site must supply the following information at the time of hire for Block I, Block II and Weekend Modular Courses, at least 72 business hours prior to the start of each course. DAFB Security Forces will use the information to run a background check. Once the background check is complete and approved, the faculty pass should be picked up at the Dover Air Force Base Main Gate Visitor’s Center Monday thru Friday between the hours of 6:30am and 5:30pm. Passes are not available for pick-up after 5:30PM Monday – Friday or anytime on Saturday or Sunday. Passes should be picked up a minimum of 72 hours prior to the first night of class. The Faculty Pass must be presented at the Main Gate accompanied by your valid, federally compliant US driver’s license, or your US non-federally compliant driver’s license and one of the following forms of ID: US passport, not expired; Original or Certified birth certificate; Consular Report of Birth Abroad; Certificate of Naturalization issued by DHS; Certification of Citizenship; Permanent Resident Card/Alien Registration Receipt Card (Form I-551); An employment authorization document that contains a photograph (Form I-766); US Coast Guard Merchant Mariner Cards/Credentials; US Certification of Naturalization or Certificate of Citizenship (Form N-550) and US Permanent Resident Card (Form I-551). The pass should be displayed on the vehicle dashboard. Civilian faculty must report directly to building 261/262 for classes and are not permitted to travel anywhere else on the DAFB.

**PLEASE DO NOT SUBMIT YOUR PASS REQUEST UNTIL YOU HAVE BEEN HIRED TO TEACH A CLASS AT THE WILMINGTON UNIVERSITY DAFB SITE**

**Please legibly PRINT or TYPE your information on the form below. Use an INK PEN or MARKER to complete the form and fax it to the DAFB site (302) 269-0180 or email it to dafbpasrequests@wilmu.edu.**

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Last Name **(AS APPEARS ON DRIVER’S LICENSE)** First Name M.I.

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Date of Birth WU Faculty ID Number WilmU Faculty Email Address

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Driver’s License # **(VALID/NOT EXPIRED/FEDERALLY COMPLIANT)** State of Issue / Expiration Date

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**Circle One:** Fall I/II Spring I/II Summer I/II

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Days and Times of Dover Air Force Base Classes Only

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Contact Telephone Number Work Telephone Number Alternate Email Address

If you have any questions, please contact the DAFB Wilmington University Site at  
(302)674-8726.