

**BFG VETERANS**

**INSTALLATION ACCESS PASS**

**ACKNOWLEDGEMENT OF RESPONSIBILITIES.**

**(STATEMENT OF MEMORANDUM)**

1. As a holder of a **BFG Veterans' Installation Access Pass**, I acknowledge the following:

1.1. That I will comply with all relevant BFG orders, instructions or regulations whilst present on BFG installations.

1.2 That all persons and their personal property (including vehicles) may be searched upon entry, whilst present on, or on exit from BFG installations. Persons attempting to gain entry who refuse to identify themselves, consent to search, or follow any lawful instruction given by a person authorised by BFG will be denied access.

1.3 That I may be accompanied by a maximum of four non-Pass holders when entering a BFG installation, so long as the details of those non-Pass holders are recorded on entry and verified by my signature in accordance with local procedures. I understand that I will be responsible for ensuring that I accompany any such non-Pass holders throughout the time that they are present on a BFG installation, and for ensuring that such non-Pass holders are aware of, and comply with, all relevant BFG orders, instructions and regulations.

1.4 That BFG Veterans Installation Passes are British Government property. Any commissioned or non-commissioned officer in the British army, security guard, or any other person authorised by BFG may confiscate a Pass in any reasonable circumstances, including where the holder has breached any relevant BFG order, instruction or regulation, or where the Pass has expired, is being used fraudulently or has been altered, damaged or mutilated.

1.5 That I must surrender my pass when it expires, is no longer required, or when asked to do so in accordance with paragraph 1.4 above.

1.6 That if I lose my installation pass or it is stolen, I must immediately notify either the Royal Military Police or the office that issued the pass.

2. I acknowledge that I have read and understand the above.

Name(Print):

Signature:

Date:

**You will need to complete this form when you receive your pass**

## BFG VETERANS' INSTALLATION ACCESS PASS

Guide to the application process

Contact your nearest Pass Office and make an appointment: details from [www.bfgnet.de/BFGvets.html](http://www.bfgnet.de/BFGvets.html)

Pass Office will give you the security questionnaire (BFG Form 28E) OR you can download it from [www.bfgnet.de/BFGvets.html](http://www.bfgnet.de/BFGvets.html)

Complete BFG Form 28E.

You will also need to show your Certificate of Service\* (showing conduct on discharge) - issued by unit on discharge if available OR letter from CO\*\*

Obtain Police Clearance Certificate (Polizeiliches Führungszeugnis-PfZ) from Stadt Einwohnermeldeamt (at your own expense). **This must show your current address**

Obtain 1 **passport approved photograph**. You should be wearing civilian clothes, not uniform and the photo should be recent.

**Ensure you have all relevant documentation before you apply including your passport.**

\*Army Form B108X or equivalent

\*\*If this document is unavailable please inform Pass Office

Attend Pass Office **IN PERSON** with completed questionnaire, Certificate of Service (showing conduct on discharge), PfZ, passport/identity card and 1 passport approved photograph.

You will be notified on successful completion of the vetting process and the Veterans' Installation Access Pass will be issued to you in person from the Pass Office you first contacted.

If you have not already registered with the Veterans' Support Initiative please fill out the form on [www.bfgnet.de/BFGvets.html](http://www.bfgnet.de/BFGvets.html)

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