



**DEPARTMENT OF THE AIR FORCE
12TH FLYING TRAINING WING
JOINT BASE SAN ANTONIO – RANDOLPH TEXAS**

13 Mar 2025

Sir/Ma'am,

Thank you for your interest in the 17 May 2025 Randolph Air Force Base Civil Fly-In, we look forward to welcoming you to historic Randolph Field! In order to finalize your registration, we need to process your DoD base access approval. Please reply with the following information no later than Friday, May 2nd. If you are flying in, please fill out the DD2402 with the below info in the Remarks section.

- 1) Do you and all of your guests already have DoD installation credentials for unescorted access? **Yes / No**

If no, provide the following information for ALL attendees without access credentials, including guests (This applies to those flying in and those driving in. NOTE: Randolph AFB will be in "100% ID Check" status. Individuals with DoD installation access will NOT be able to "sponsor" non-credentialed guests onto the installation. All non-credentialed guests MUST provide the following information by May 2nd in order to be granted entry, regardless of whether flying-in or driving-in):

a. **Full name** _____
(First name, middle name, Last name)

b. **Date of Birth** _____

c. **Country of Birth** _____

d. **Government Identification** _____
(The 6 permissible types of identification are: Driver's License, State Identification Card, Veteran's Identification Card, Passport, Permanent Residence Card, or US Citizenship and Immigration Services card)

e. **Government Identification Number** _____
(The associated number assigned to the ID above)

f. **Government Identification Country or State of Issue** _____

g. Contact info for coordination: phone and/or email _____
(Optional)

Please ensure full and accurate completion of forms to prevent delays in registration processing. All forms will be reviewed prior to issuance of landing permit.

Return all of this information no later than Friday, May 2nd. Once information has been received and processed, the 12 FTW Safety Office will provide you with final registration and landing permit confirmation, as well as airfield arrival reporting and pattern entry procedures. Landing at Randolph Field is not authorized until the landing permit is issued.

As a reminder, there will be no fuel or services available at Randolph AFB. All pilots must ferry in the fuel needed for departure, and bring all equipment needed to park, tie-down, and start aircraft.

We look forward to seeing you at our Civil Fly-In!

Sincerely,

12th Flying Training Wing Safety Office
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