



## TOUR REQUEST

Tyndall Air Force Base, Florida

**INSTRUCTIONS:** Email the completed form to the Tyndall AFB Public Affairs Community Engagement team at [325fw.pa.publicaffairs@us.af.mil](mailto:325fw.pa.publicaffairs@us.af.mil) for routing and approval. Please submit requests **no earlier than 90 days and no later than 30 days prior** to the event. For questions, contact 850-283-3295.

### Base Tour Policy:

- With limited flexibility, tours may be requested for Monday - Friday (excluding federal holidays) and will begin no earlier than 8 a.m. and end no later than 3 p.m.
- Tour groups must be comprised of at least 20 members, but no more than 40 (including chaperones). If a group does not meet the minimum participant requirements, they may be asked to partner with another school/program for a joint tour or postpone tour until requirement can be met. Groups which arrive without the required number of participants may be turned away if arriving without the required number of participants.
- Only one tour per organization/school, per year.
- Tour group members must be at least 12 years of age or older.

### Requesting a Base Tour:

- The 325th FW/PA office will not confirm tour dates or begin coordination until this completed form is received. Requested tour dates are tentative until an email confirmation is provided by the 325th FW/PA staff.
- ROTC and JROTC cadets in uniform are expected to conform to Air Force dress and appearance standards, including proper haircuts and hairstyles.
- A list of all individuals must be submitted to 325th FW/PA on the Entry Access List Memorandum **no later than 2 weeks** prior to the tour date. If not received, the tour will be cancelled.
  - Individuals ages 16 and over without a DoD Common Access Card (to include bus drivers and chaperones) must include the full name, date of birth, social security number and Driver's License information of each individual (sorted alphabetically by last name) to initiate a background check to grant base access. These individuals must possess a REAL ID-compliant or other federally recognized credential, or they will not be allowed on base.
  - PLEASE NOTE:** While individuals under the age of 18 are not required to present a REAL ID, it is still recommended that they carry a form of ID, as Security Forces may question individuals who look to be 18 or older. A school ID or license/permit would suffice.
- If a group is more than 30 minutes late for their tour without notice, the tour will be liable for cancellation.
- TYNDALL RESERVES THE RIGHT TO CANCEL CONFIRMED TOURS AT ANY TIME DUE TO MISSION REQUIREMENTS.**



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### REQUESTER INFORMATION

Name/Title/Organization:

Email:

Primary Phone Number:

Today's Date (mm/dd/yyyy):

### TOUR INFORMATION

Name of Group/Organization: Requested Tour Date (mm/dd/yyyy): Alternate Tour Date (mm/dd/yyyy):

Will group require lunch? Has Group Toured Tyndall Before? Requested Start & End Time: Alternate Tour Date (mm/dd/yyyy):  
 Yes  No

Type of Group Estimated Group Size *(Groups must be between 20 and 40 people)*: VIPs in Attendance: Foreign Nationals in Attendance?

### PURPOSE OF VISIT AND JUSTIFICATION

Please state why your group would like to visit Tyndall AFB *(Include what your group is interested in seeing)*:

### ROUTING AND APPROVAL

(INTERNAL USE ONLY -- THIS SECTION COORDINATED BY TYNDALL AFB PUBLIC AFFAIRS COMMUNITY ENGAGEMENT)

Assigned PA Community Engagement POC/Coordinator:

Sign when PA notification to the requester has been completed:

Final Disposition:

### Contact Us:

Tyndall AFB Public Affairs  
Community Engagement  
325fw.pa.publicaffairs@us.af.mil  
850-283-3295