



45th Space Wing Tour Request Form for Cape Canaveral Air Force Station & Patrick Air Force Base

Thank you for your interest in visiting the 45th Space Wing. Please read and fill out tour request form and return no later than 60+ days prior from your desired tour date. Please spell out all acronyms. Please note that we not accept emails from cfl.rr email accounts.

For tours of Cape Canaveral Air Force Station return to: 45swpa@us.af.mil; 45msgdet1@us.af.mil.

For tours of Patrick Air Force Base return to: 45swpa@us.af.mil.

<p>INSTRUCTIONS: All tour requests must be submitted NO LATER THAN 60-days prior to requested date. **REQUESTERS MUST PROVIDE THEIR OWN TRANSPORTATION/BUS** <i>This form supersedes all other forms and is current as of October 2019. If you do not receive a reply within 10 days of emailing, please call the 45th Space Wing Public Affairs Office at 321-494-7731.</i></p>	
REQUESTOR'S INFORMATION	
Requestor's Name <i>(Include rank & duty title; if applicable):</i>	Office Number:
Name of School/Organization:	Cell Number:
Email address:	Website:
Address:	
Alternate's Name/Email/Phone:	
<p>Which military installation are you requesting to visit? () Cape Canaveral Air Force Station –or- () Patrick Air Force Base</p>	
<p>TOURS OPTIONS: Cape Canaveral Air Force Station Standard Historical Tour: The 3 ½-hour guided tour begins at the Sands Space History Center, adjacent to Cape Canaveral Air Force Station, Florida. The tour is subject to include stops at/or a windshield tour of the following: Air Force Space & Missile Museum; Hangar C; Space Launch Complexes 1, 2, 3, 4; 14; 34; and the Cape Canaveral Air Force Station Industrial Area. Your stops may vary. Patrick Air Force Base Tour: The 45th Space Wing does not have a standard tour at Patrick AFB. Tours of Patrick AFB are planned by the requestor/a JROTC instructor. <i>It is important to note that Cape Canaveral Air Force Station and Patrick Air Force Base are geographically separated and located 15 miles apart from each other, which often does not leave enough time to tour both installations.</i></p>	
<p>Dress Code Policy: JROTC groups and school groups must wear their uniform if participating in an Air Force sponsored tour.</p>	
<p>If you're interested in requesting a tour of the 920th Rescue Wing, the Air Force Technical Application Center, or the Defense Equal Opportunity Military Institute, you can call the numbers below or go to each unit's website for more information: -920th Rescue Wing at Patrick AFB: Aircraft tours. Visit: www.920rqw.afrc.af.mil or call (321) 494-0550. -Air Force Technical Applications Center at Patrick AFB: https://www.25af.af.mil/Units/AFTAC/ or call 321-494-7688. -Defense Equal Opportunity Military Institute at Patrick AFB: www.deomi.org or call 321-494-6208. -Naval Ordnance Test Unit at Port Canaveral. Email: notupao@ssp.navy.mil. Due to unique mission requirements, group tour opportunities are infrequent.</p>	
Date of proposed tour:	Alternate proposed tour date:
What time would you like to begin your tour?	What time would you like to end your tour?
Number of visitors:	Foreign nationals? () Yes () No <i>(Foreign Nationals will need to be cleared 35-days in advance and will be required to obtain a separate clearance.</i> Number of foreign nationals in your group:
Number of bus(es): <i>You must have your own mode of transportation/No more than 2 modes of transportation will be granted.</i>	Age range of visitors: <i>(Guests must be older than 12-years old):</i>
Is there an operational microphone system on your bus? () Yes () No	Do you have a sponsor who you would like to accompany you on the tour? If yes, provide their name, email and phone number:
<p>JROTC instructors are responsible for planning their own tour at Patrick AFB. If requesting a tour of Patrick AFB, the following are optional location(s) to visit: (1.) Military Working Dog Demonstration (2.) Riverside Dining Facility for Lunch, Open 10:30 a.m. – 1:30 p.m. (3.) Fire Fighter Department (4.) Dormitory (5.) Fitness Center (6.) Aircraft Tower. Please email a copy of your proposed itinerary if you have one already made. This will expedite your request. Please request a copy of the phone numbers for each listed facility.</p>	



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Description of group/organization (ROTC cadets; civic leaders; military reunion group):	
Purpose of visit and/or description of event. What does your group hope to gain from this visit? Please be specific:	
Is there any additional information/requests we should know about?	
Have you visited PAFB/CCAFS: If so, when:	
ACCESS TO THE INSTALLATION: After you submit this tour request form to the 45 th Space Wing Public Affairs Office, you will get a copy of the Installation Access List that you will be responsible for gathering each guest's information and returning it on the due date(s). In order for your guests to access the installation, they must be vetted and cleared prior to the tour by the Security Forces Squadron. -If guests are U.S. Citizens then you must return the Installation Access List no later than 7 days prior to visit. You will need to submit: (1.) Full Legal Name (2.) Date of Birth (3.) Driver's License Number or State ID Number (4.) State of Issued ID (5.) Social Security Number if the guest does not have a Florida state issued ID card. -If guests are Foreign Nationals then you must return the Foreign Visitor Request no later than 35 days prior to visit. You will need to submit: (1.) Full Legal Name (3.) Passport Number (3.) Expiration Date (4.) Nationality (5.) Birth City and Country (6.) Date of Birth (7.) Name of Your Organization	
Read & sign: I understand this request does not guarantee a tour and tours are subject to change or cancellation due to mission requirements with little or no notice. Tours are only provided Monday-Friday, 8 a.m. to 4 p.m. Tours are not given on federal holidays or down days. I am responsible for my group and will provide necessary information. I certify that I am 18 years or older. I understand that if complete information is not received, the tour will not be scheduled.	
Signature:	Date:

*****Requestor stops here*****