

1550 Wurtsmith St.
Building 5725, Room 156
Lackland AFB, TX 78236

MEMO TO: Webster University Civilian Students and Instructors Attending or
Teaching Classes on Lackland AFB

MEMO FROM: Richard G. Bunch, Director

SUBJECT: Release of Personal Information

On January 7, 2009, all universities on Lackland AFB were advised by the Lackland Education Services Office that they must provide personal information for all civilian students and instructors seeking access to Lackland AFB. This information is to be obtained using the attached form. This form grants Security Forces personnel permission to conduct a Wants and Warrants check on each person who does not already have an ID card that provides them with access to the installation.

Before the start of each new term, Webster University will compile a list of civilian students and instructors who will need access to Lackland AFB for that term. This list will be e-mailed to the Lackland AFB Education Services Office which will, in turn, approve and forward the list to Security Forces for processing. Students and instructors needing a pass for the term must go to the Valley Hi Visitor's Reception Center (VRC) to obtain their pass. Persons needing a term pass must also have with them at the time of the pass request a valid driver's license, proof of insurance, and the license number of the vehicle they are driving.

We appreciate your patience and understanding with this process. Please feel free to contact our office at (210) 674-0014 with any questions or concerns you may have.

Attachment

PRIVACY ACT OF 1974

Authorization to Release Personal Information

I, _____, hereby authorize
(PLEASE PRINT NAME)

Webster University to release the information requested below to the Lackland AFB Education Services Office and Security Forces. The information is required to conduct wants and warrants searches for students attending classes and instructors teaching classes on Lackland AFB, San Antonio, Texas. I understand that this is a requirement to be admitted to classes on Lackland AFB. This release is in force throughout my tenure with Webster University.

Last Name, First Name, MI

Telephone Contact Number

Driver's License Number and State

Date of Birth

Signature

Date