



## **DAFB CIVILIAN FACULTY PASS PROCECUDRE**

Civilian faculty teaching at the Wilmington University Dover Air Force Base Site must supply the following information at the time of hire for Block I, Block II and Weekend Modular Courses, at least 72 business hours prior to the start of each course. DAFB Security Forces will use the information to run a background check. Once the background check is complete and approved, the faculty pass should be picked up at the Dover Air Force Base Main Gate Visitor’s Center Monday thru Friday between the hours of 6:00am and 6:00pm. After 6:00pm you pass can be picked up from the Main Gate. Passes should be picked up a minimum of 72 hours prior to the first night of class. The Faculty Pass must be presented at the Main Gate accompanied by your valid driver’s license and displayed on the vehicle dashboard. Civilian faculty must report directly to building 261/262 for classes and are not permitted to travel anywhere else on the DAFB.

**PLEASE DO NOT SUBMIT YOUR PASS REQUEST UNTIL YOU HAVE BEEN HIRED TO TEACH A CLASS AT THE WILMINGTON UNIVERSITY DAFB SITE**

**Please legibly PRINT or TYPE your information on the form below. Use an INK PEN or MARKER to complete the form and fax it to the DAFB site (302)674-5034 or email it to [dafbpassrequests@wilmu.edu](mailto:dafbpassrequests@wilmu.edu).**

---

Last Name **(AS APPEARS ON DRIVER’S LICENSE)**                      First Name                      M.I.

---

Date of Birth                      Social Security Number

---

Driver’s License # **(BE SURE IT IS VALID/NOT EXPIRED)**                      State of Issue                      Expiration Date

---

Circle One:                      Fall I/II                      Spring I/II                      Summer I/II

---

Days and Times of Dover Air Force Base Classes Only

---

Contact Telephone Number                      Work Telephone Number

**If you are an International Faculty Member, you must have a valid driver’s license or state ID in order to gain access to the DAFB Wilmington University Site.**

If you have any questions, please contact the DAFB Wilmington University Site at (302)674-8726.