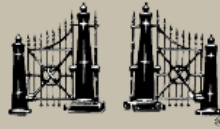




# Visitor Access



## Duty Hours: M-F 0700-1500

- Sponsors submit request in Visitor Net.  
***On-post spouses may call or request access via email.***

- Visitor completes NCIC form

- Visitors/sponsor submits NCIC form to:

[usarmy.pica.usag.mbx.physical-security@mail.mil](mailto:usarmy.pica.usag.mbx.physical-security@mail.mil)

**OR**

Bring the completed form to the VCC

- Visitor goes to VCC to turn-in/pickup pass

## After Hours

## M-F 1500-0700/Weekends/Holidays

- Sponsors call Main Gate @ 973-724-4579 to announce visitor arriving

- Visitor shows up at Main Gate with or without NCIC form complete (more time to process without)

- NCIC check is conducted via telephone to Police Desk

- Receive Pass periodically
- NOTE: If not previously cleared processing time could take up to 10-20 Minutes.

## NOTES:

- Groups of 10 or more submit NCIC check 5-10 days in advance.
- Background checks are now good for **1 year**.

