

# Visitor Access



## Duty Hours: M-F 0700-1500

- Sponsors submit request in Visitor Net
  - Visitor completes NCIC form
  - Visitors/sponsor submits NCIC form to:  
[usarmy.pica.usag.mbx.visitor-center@mail.mil](mailto:usarmy.pica.usag.mbx.visitor-center@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.
- NCIC checks are good for **1 year** from the date they are conducted.

