





## ACCESS DENIAL WAIVER APPLICATION INSTRUCTIONS

### DATA REQUIRED BY THE PRIVACY ACT OF 1974

**AUTHORITY:** Title 5, USC 3331, 552, 552a; 10 USC 10204; Executive Orders (EO) 10450, 10865, and 12333.

**PRINCIPAL PURPOSE:** The information requested is for the purpose of granting access to the Fort Lee Installation.

**ROUTINE USES:** Basis for determination of qualifications and background information for eligibility for access to Fort Lee Installation. The Social Security Number (SSN), required for record accuracy, is requested pursuant to EO 9397.

**DISCLOSURE:** Providing requested information, to include your SSN is voluntary. However, your access may not be granted if all requested information is not provided. Contents shall not be disclosed, discussed, or shared with individuals unless they have a direct need-to-know in performance of their official duties. Deliver this document directly to the intended recipient. DO NOT drop off or send to a third-party. This document contains personal or privileged information and should be treated as "For Official Use Only (FOUO)".

### Answer all questions fully.

BLOCK 3, Email address: is optional, must be provided if checked "yes"

BLOCK 7, if yes, list level of clearance required.

### Attach additional sheets if needed.

Label the top of each attached page "Access Denial Waiver Application for and your name

Label each answer to reflect area being answered. (i.e. Block 10 continued)

Label the bottom of each attached page "page # of #"

All supporting documents must be certified.

FORT LEE FORM 190-4, along with attached pages, must be notarized.

Send completed package by mail to:

Department of the Army  
Dukes Welcome Center  
ATTN: Mr. DeWitt  
500 Lee Ave  
Ft. Lee VA, 23801

Or hand deliver completed package in a sealed envelope addressed as above to the Visitor Control Center.