DHHQ PARKING & VISITOR REQUEST FORM

TO BE COMPLETED BY A GOVERNMENT OFFICE ONLY

Please Send Completed Request to: Parking&VisitorRequest@dha.mil

Note: Visitor parking is based on availability. Failure to provide the necessary information will result in the form being returned to the requestor.

DATE OF REQUEST: _____

DHHQ POINT OF CONTACT FOR REQUEST:

Gov't POC:	**Email:**	**Phone #:**
Alt POC:	**Email:**	**Phone #:**
Escort:	**Phone #:**	**Directorate:**

VISITOR INFORMATION:

Name:	**Name:**	
Name:	**Name:**	
Date(s) of Visit:	**Arrival Time:**	**Departure Time:**
Reason for Visit: ☐ **CAC/PMP** ☐ **Training** ☐ **Meeting** ☐ **Other:**_____		
Meeting Location: _____		

PLEASE COMPLETELY FILL OUT THE FOLLOWING SECTION IF THE VISITOR PLANS ON PARKING AT THE DHHQ

PARKING REQUEST:

If a DHHQ visitor parking pass is needed, please provide the following information:

Make	Model	Year	Plate #	State	Driver

PLEASE COMPLETELY FILL OUT THE FOLLOWING SECTION IF THE VISITOR REQUIRES A DUNN LORING SHUTTLE PASS

DUNN LORING SHUTTLE PASS REQUEST:

If the Visitor does not have a CAC and a Dunn Loring Metro Shuttle Pass is needed, please provide the following information:

Name(s):	

ALL PLACARDS AND PASSES WILL BE SENT TO THE REQUESTING OFFICE FOR DISTRIBUTION TO THE VISITOR(S)