

Instructions for Completing Base Access Forms

Complete the driver's personal information and vehicle information in its entirety on the Citrix form each term and e-mail your completed form to Marsha Delaney-Thomas at mdelaneythomas26@webster.edu

Once Marsha has the approved Citrix back from security she will email it back to you.

You will then go to Pass and ID with:

- Completed Citrix form
- Driver's License
- Proof of Insurance
- Car Registration

A background check is required every six months. The background check form is provided at the front gate.

The front gate office hours are: 7:30 am to 3 pm (students are required to be in line no later than 2:30 pm). All documents must be printed.

Pass and ID is located on Yorktown Ave. The building is adjacent to the Blue Angel Airplane at Yorktown Ave. and Roosevelt Blvd.

Please return your completed forms approximately 2 weeks prior to the start of your class to ensure you will have base access. Staff members are no longer permitted to pick up students at the gate.

Please contact Marsha Delaney-Thomas at 904-779-7124 if you have any questions or need additional assistance.