

**Eisenhower Johnson Memorial Tunnel (EJMT) Facility Tour Policy**

Prospective visitors to the EJMT facility are required to complete an Authorization for Release of Information form and submit it to EJMT’s Field Admin/ LTC Ops office in order to be considered to tour any part of the EJMT facility.

U.S. citizens must fill out the Authorization for Release of Information form and send to EJMT’s Field Admin/ LTC Ops office at least ten (10) days prior to their scheduled tour and submit with their completed form a copy of their State issued driver’s license or another form of government identification.

International guests (non-United States citizens) must provide a copy of their passport along with the Authorization for Release of Information form to EJMT’s Field Admin/ LTC Ops office at least fourteen (14) days in advance of their scheduled tour. Failure to return the requested material in a timely manner may result in cancellation or rescheduling of your tour.

By completing the required form and submitting appropriate documentation, parties requesting to participate in a tour are authorizing the Colorado Department of Transportation to perform a Background Check on them. Based on the results of that background check, EJMT reserves the right to deny access to anyone requesting access to any part of the EJMT facility.

Completed forms and accompanying documentation may be faxed to: EJMT Field Admin Office fax # 303-512-5798 or mailed to: Colorado Department of Transportation, PO Box 397, Idaho Springs, CO 80452 - ATTN: Field Admin Office. Individuals who are not pre-approved will not be allowed to tour. Tour attendees will also be required to show a valid photo ID upon arrival for the tour.

No large bags, book bags or briefcases are allowed on tours. No tour attendee will be permitted to videotape or take photographs of internal working areas or other security sensitive areas while participating in an EJMT tour. Further, please wear proper attire, as your tour will be a walking tour (long pants and appropriate walking shoes). A light jacket during summer and heavy coat during spring, fall and winter is recommended. An EJMT tour may include office space as well as an industrial area; therefore, visitors wearing open-toed shoes will not be allowed to tour the facility.

If at any time during the tour, the EJMT tour guide deems safety is jeopardized, the tour will terminate. In the event the Homeland Security threat level is elevated, tours of EJMT facilities may be canceled.

**Eisenhower Johnson Memorial Tunnel (EJMT) Facility Tour Procedure**

As part of our commitment to the safety and security of all workers, staff, and visitors in our facility, all visitors are required to enter through the main door on the east side of the building and be escorted to the Field Admin/ LTC Ops office to sign in and receive a visitor badge to wear while at the facility.

Visitors will be asked to submit their driver’s license or other valid form of government-issued identification containing a photograph to obtain a visitor pass. CDOT employees, approved volunteers, approved contractors and vendors are not required to submit a driver’s license or other valid identification and receive a visitor badge, as long as they are wearing their CDOT-issued ID badge.

Upon leaving the facility, all visitors must stop by the Field Admin/ LTC Ops office to sign out and return their visitor badge. This process helps facility supervisors know who may still be at the facility in case the building has to be evacuated for any reason.

Visitors without a valid form of identification will only be allowed access to the Field Admin office area. Valid forms of ID include a current driver’s license or state-issued identification card from any of the 50 states, U.S. passport card, Active Military ID, or other government-issued identification containing a photograph.



Eisenhower Johnson Memorial Tunnels

**AUTHORIZATION FOR RELEASE OF INFORMATION**

PLEASE COMPLETE THE FOLLOWING INFORMATION (Type or print clearly in ink)

\*Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ ­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

First Middle Last

Previous Name or Alias (include Maiden name): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\*Physical Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Number Street City/Town State Zip

\*Mailing Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

City/Town State Zip

\*Driver’s License # and Issuing State: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\*Date of Birth: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \*Place of Birth: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, do hereby authorize a review of and a full disclosure of all records, or any part thereof, concerning myself, by and to the Colorado Department of Transportation whether the said records are public, private or confidential in nature. The intent of this authorization is to give my consent for the Colorado Department of Transportation to access my records utilizing various on-line options such as Truth Finders, TC Logic, Accurint, Intelius or [www.cbirecordscheck.com](http://www.cbirecordscheck.com) to ensure the security of their facility.

I hereby swear, that the information I have provided above is true to the best of my knowledge.

Signature ­­­­­­­­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\*Please provide all required information; without it, your form will be rejected.

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CDOT Use Only

Admin:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Report Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Approved Denied/Reason \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_

The Colorado Department of Transportation, Eisenhower Johnson Memorial Tunnel (EJMT) reserves the right to deny access to their property at their sole discretion.