



European  
Joint  
Support Unit

# Family and Friend Visits

SHAPE





## Visitors

Only authorized personnel can request a visitor access pass using the [SHAPE form 550](#) that must be submitted to the Information Desk located in Building 102 no later than five working days prior to the guests arrival. Sponsors must ensure they greet their guests at the Visitor's Office located at Berlin Gate and are responsible for ensuring that their guests respect all SHAPE Directives. To complete the form you will need your relatives' passport numbers. For more information visit [Shape2Day](#)

The pass entitles them entry to SHAPE but does not entitle them to tax free shopping.

All visitors should have obtained travel insurance and an GHIC (Global Health Insurance Card) before travelling to SHAPE (please note that visitors will not be seen by the Medical centre and should attend the local A&E or pharmacy for advice). The GHIC can be obtained free of charge online at: <https://www.nhs.uk/using-the-nhs/healthcare-abroad/apply-for-a-free-uk-global-health-insurance-card-ghic/>