

INSTRUCTIONS FOR COMPLETING HOUSEGUEST APPROVAL FORM

1. Residents requesting to sponsor a guest will complete PART 1 and submit the form to the PMO Service Center, 1st floor, Building 1095. The form must be submitted at least 10 working days prior to the visit to allow sufficient time to conduct a security investigation.
2. If the guest will be staying in on-base housing for 30 or more days, the sponsoring resident must also submit a separate request to the housing office (**Ohana Military Communities (Forest City) for PPV residents**) through his or her chain of command explaining the visit and requesting permission for the guest to stay at the home for an extended period. Extended visits are reviewed on a case-by-case basis and must be for the benefit of the military sponsor or his or her command sponsored dependents. Visits for the benefit of an adult guest will not be approved. Guardianship papers, power-of-attorney, or other legal authorization must be provided for minor guests.
3. The PMO Service Center will perform a security background check of the guests.
 - a. If the security check is unsatisfactory, the PMO Service Center will notify the sponsoring resident.
 - b. If the security check is satisfactory, the PMO Service Center will sign Part 2 of the form and hand-deliver the approved security check to the respective Housing Office at least once a week in a "guard mail" envelope.
4. Actions by the Housing Office after PMO Service Center has completed its security check:
 - a. If the guest is staying for less than 30-days, the Housing Office will check the appropriate block in Part 3 and enter the last day of the guest stay. The Housing Office will notify the sponsor that the security investigation has been completed, that the form may be picked-up, and the sponsor and guest may take it to the PMO Service Center so that the guest can get an entry/gate pass.
 - b. If the guest is staying in on-base housing for 30- or more days, the Housing Office, upon receipt of Parts 1 and 2 and the separate request for an extended guest through the sponsoring resident's chain of command, will review the documents and make a determination as to whether the guest is approved to stay in on-Base housing.
 - (1) The Housing Office will check the appropriate block in Part 3 and enter the last day of the guest stay. (2) The Housing Office will notify the sponsoring resident of the decision.
 - (3) If the stay is approved, the Housing Office will inform the sponsor that the form may be picked-up and that the sponsor and guest may take it to the PMO Service Center so that the guest can get an entry/gate pass.
5. The PMO Service Center will issue the appropriate gate pass to the guest.

Notes:

- Page 1 will not be forwarded to the Housing Office and will remain at PMO for their records and processing.
- Pages 2 and 3 will be submitted together to Ohana Military Communities (Forest City)

HOUSE GUEST APPROVAL FORM

PRIVACY ACT STATEMENT

AUTHORITY: 5 U.S.C. 522a & SECNAVINST 5211.5E

PRINCIPAL USE: To record data for all nongovernment personnel requesting access to Marine Corps Base Hawaii.

ROUTINE USE: The social security number will be used to complete the Marine Corps Base Hawaii access application process. This information is entered into the National Crime Information Center (NCIC) and the Consolidated Law Enforcement Operations Center (CLEOC) to conduct a criminal history check on the person requesting access to Marine Corps Base Hawaii.

DISCLOSURE: The social security number is used to positively identify the applicant requesting access to Marine Corps Base Hawaii, and as a conduit to check criminal records. Disclosure is voluntary, however, failure to provide the requested information may deny you access to Marine Corps Base Hawaii.

PART 1: THIS SECTION TO BE COMPLETED BY THE SPONSOR OF THE GUEST AND SUBMITTED TO THE PMO SERVICE CENTER

SPONSOR INFORMATION

Form for SPONSOR INFORMATION with fields: NAME (Last, First), SSN, SIGNATURE:

GUEST(s) INFORMATION

Form for GUEST 1 INFORMATION with fields: GUEST 1 (LAST NAME), (FIRST NAME), SSN #, DRIVER'S LICENSE #, HOME ADDRESS, PHONE, DATE OF BIRTH

Form for GUEST 2 INFORMATION with fields: GUEST 2 (LAST NAME), (FIRST NAME), SSN#, DRIVER'S LICENSE #, HOME ADDRESS, PHONE, DATE OF BIRTH

Form for GUEST 3 INFORMATION with fields: GUEST 3 (LAST NAME), (FIRST NAME), SSN#, DRIVER LICENSE #, HOME ADDRESS, PHONE, DATE OF BIRTH

Form for GUEST 4 INFORMATION with fields: GUEST 4 (LAST NAME), (FIRST NAME), SSN#, DRIVER LICENSE #, HOME ADDRESS, PHONE, DATE OF BIRTH

Form for GUEST 5 INFORMATION with fields: GUEST 5 (LAST NAME), (FIRST NAME), SSN#, DRIVER LICENSE #, HOME ADDRESS, PHONE, DATE OF BIRTH

This copy remain at PMO

HOUSE GUEST APPROVAL FORM

My guest will be staying for less than 30 days.

Your guests are welcome for up to 30 days, provided they abide by the standards of conduct prescribed for residents by the Base Commanding Officer. You are responsible for your guests and for ensuring they follow all the base orders, regulations, policies, and the terms of your rental agreement. Sponsors of guests may lose sponsorship privileges for six months, if a guest violates base orders or regulations.

My guest will be staying for 30 or more days.

A letter explaining the purpose of long-term visits must be submitted through your chain of command to the housing office for guest stays longer than 30 days. Extended visits are reviewed on a case-by-case basis and must be for the benefit of the military sponsor or his or her command sponsored dependents. Visits for the benefit of an adult guest will not be approved. Guardianship papers, power-of-attorney, or other legal authorization must be provided for minor guests.

My guest will be staying in PPV housing (Forest City)

My guest will not be staying on-Base

My guest will be staying at the Lodge, Cottages, Villas, or Cabanas.

Arrival date: _____

Departure date: _____

Guest's vehicle information (if applicable and available):

Year/Make/Model: _____

License Number: _____

PART 2: THIS SECTION TO BE COMPLETED BY THE PMO SERVICE CENTER AND FORWARDED TO THE HOUSING OFFICE

NCIC APPROVED _____
(initials)

NCIC DENIED _____
(initials)

CLEOC _____
(initials)

PMO SERVICE CENTER CLERK: _____ DATE: _____

AFTER THE FORM IS SIGNED, SEND THE ORIGINAL FORM TO FOREST CITY IF THE SPONSOR IS A PPV RESIDENT.

HOUSE GUEST APPROVAL FORM

SPONSOR INFORMATION

NAME (Last, First)	
RANK AND UNIT	
HOME ADDRESS	
WORK PHONE:	HOME PHONE:
WORK EMAIL:	HOME EMAIL:
SIGNATURE:	

GUEST(s) INFORMATION

GUEST 1 NAME (Last, First)	
HOME ADDRESS	DATE OF BIRTH

GUEST 2 NAME (Last, First)	
HOME ADDRESS	DATE OF BIRTH

GUEST 3 NAME (Last, First)	
HOME ADDRESS	DATE OF BIRTH

GUEST 4 NAME (Last, First)	
HOME ADDRESS	DATE OF BIRTH

GUEST 5 NAME (Last, First)	
HOME ADDRESS	DATE OF BIRTH

PART 3: THIS SECTION TO BE COMPLETED BY THE HOUSING OFFICE.

Complete the following section only after PMO Service Center completed background check.

- SHORT-TERM GUEST WILL BE STAYING AT SPONSOR'S HOME UNTIL _____.
- EXTENDED HOUSING GUEST IS APPROVED UNTIL _____.
- EXTENDED HOUSING GUEST IS DENIED

HOUSING REPRESENTATIVE: _____ DATE _____

AFTER THE FORM IS SIGNED, THE HOUSING OFFICE WILL NOTIFY THE RESIDENT WHO, ALONG WITH THE GUEST, WILL TAKE THE ORIGINAL OF THE FORM TO THE PMO SERVICE CENTER TO OBTAIN AN ENTRY PASS.