

## MARINE CORPS BASE HAWAII ACCESS REQUIREMENTS

1. Must have a valid reason for access.
2. Must have a valid sponsor
3. Complete the Base Access Request Form and pre-enroll in DBDIS
4. Submit access request to [MCBKBAZ.PMOSERVICES@usmc.mil](mailto:MCBKBAZ.PMOSERVICES@usmc.mil)

### For commercial vehicle' drivers (Non-Food delivery)

1. For non-food delivery services, there must be a signed affidavit from the president or vice-president of the company and submitted to the pass and registration office located next to the main gate (Building 1637) for approval.
2. Your company president or vice president require to submit a base access request form with all approved driver he/she wishes to sponsor.
3. Receive DBIDs ID once vetting process is completed and sponsor has been notified.

### For commercial vehicle' drivers (Food delivery)

1. For food delivery services, there must be a signed affidavit from the president or vice-president of the company and submitted to the pass and registration office located next to the main gate (Building 1637) for approval.
2. Your company president or vice president require to submit a base access request form with all approved drivers he/she wishes to sponsor.
3. Receive DBIDs ID once vetting process is completed and sponsor has been notified.

### For rideshares' drivers

1. For rideshares services, there must be a signed affidavit from the president or vice-president of the company and submitted to the pass and registration office located next to the main gate (Building 1637) for approval.
2. Your company president or vice president require to submit a base access request form with all approved drivers he/she wishes to sponsor.
3. Receive DBIDs ID once vetting process is completed and sponsor has been notified.

### For US citizen visitors' identity proofing and vetting

1. Must have government issued identification
2. Must provide document with full name and full social security number. Example: Social Security Card, Tax Form 1099 or W-2.
3. Pre-enroll in DBIDS

### For Foreign National Visitors' identity proofing and vetting

1. Must have valid Passport and visa
2. Pre-enroll in DBIDS regardless of the length of stay

Base Access Request Form



DBIDS Pre-Enrollment



# Hours of Operations:

## **Pass and Registration Office (MCBH Kaneohe Bay Location)**

**Located:** Bldg 1637 G st, Kailua HI 96734

**Email:** mcbh.passhouse.fmb@usmc.mil

**Office Number:** (808) 496 -2047

**Monday - Friday**

0600 – 1800

**Saturday – Sunday**

0800 – 1400

**3<sup>rd</sup> Thursday:** Closed for training

## **Pass and Registration Office (Camp H.M. Smith)**

**Located:** Bldg 600 Elrod rd, Aiea HI 96701

**Office Number:** (808) 477-8734 or (808) 477-8734

**Monday – Friday**

0600 – 1430

**3<sup>rd</sup> Thursday:** Closed for training

## **Pass and Registration Office (Vehicle Registration)** **Located:** Bldg 1095, Kaneohe Bay HI 96863

**Email:** mcbkbaz.pmoservices@usmc.mil

**Officer Number:** (808) 496-0183 or (808) 496-6994

**Monday - Friday**

0730 – 1630