

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

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

3rd 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

3rd 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