INSTRUCTIONS FOR COMPLETING BASE ACCESS REQUEST FORM
HOUSEGUEST PRIVILEGE CARD

1. Active-duty service members, their dependents, and retirees from any Service are authorized to sponsor Houseguests only when Houseguests reside off the Island of Oahu and are lodging in a military family residence on MCB Hawaii, Manana Family Housing, Camp Smith Family Housing, or in a MCB Hawaii temporary lodging facility. Houseguest Passes will not be issued to visitors lodging off MCB Hawaii.

2. Sponsor will complete the top and middle portions of this form and hand deliver to the PMO Customer Service Center, B1095, the Visitors Center, B1637, the Camp Smith Pass and Registration Office, B601, or email to: mcbkbaz.pmoservices@usmc.mil. The sponsor may hand sign or digitally sign the form with a Common Access Card and submit the form through a .mil account. Processing is a minimum of 5-10 business days for US Citizens.

3. All guests must pre-enroll into DBIDS at https://dbids-global.dmdc.mil/enroll#!/ no more than 30 days before the visit. Guests 17 years old and younger are exempt from DBIDS pre-enroll.

4. For Apple or MAC users, the above web address may not be accessible. If this is the case, you must pre-enroll at https://www.dau.mil/faq/p/dod-pki-certificates

5. All guests must bring the two forms of ID selected on Step 1 of the pre-enrollment process (i.e. Social Security card and Driver's License, if those were the identifiers selected). US Citizens must bring their original Social Security card or other government document with their Social Security number. Copies or photos cannot be accepted.

6. Once the guest(s) are pre-enrolled, they will be given a QR code. Please print or take a screen shot of the QR code and provide to the sponsor for the Base Access Request Form.

7. The PMO Customer Service Center will conduct a criminal history inquiry of all guests 18 years of age and older and notify sponsor of guests that do not meet base access requirements as set forth in MCB Hawaii Order 5532, Base Access Control. The sponsor will be contacted to pick up the Base form when the criminal history inquiries have been completed.

8. Sponsors who reside in Ohana Military Communities (OMC) will take the approved Base Access Request Form to their respective OMC Resident Service Office (RSO) to register their Houseguest(s) with OMC. Sponsors with guests staying in any lodging facility on MCB Hawaii are not required to complete this step.

9. Following the guest(s) arrival, the sponsor and guest(s) will proceed to the Visitors Center, building 1637, the Customer Service Center, building 1095, or the Camp Smith Pass and Registration Office, building 601, for their DBIDS Houseguest Pass. The sponsor must present the approved Base Access Request Form. Houseguest will present an itinerary with arrival and departure information, the two primary forms of identification used to pre-enroll in DBIDS, and their QR code. Provide a rental vehicle agreement if driving a rental vehicle. Guests staying in a temporary lodging facility on MCB Hawaii will show lodging confirmation.

SPECIAL INSTRUCTIONS FOR FOREIGN NATIONAL AND PERMANENT RESIDENT HOUSEGUESTS:

In addition to the above requirements, the sponsor must submit a copy of the guest(s) passport and visa (if applicable) with the Base Access Request Form regardless of the guest(s) age. Foreign National guest(s) who are not immediate family members of the sponsor or the sponsor's spouse will not receive a DBIDS Houseguest Pass and they will always be escorted by the sponsor or the sponsor's spouse while on MCB Hawaii.

SPECIAL INSTRUCTIONS FOR GUEST(S) STAYING MORE THAN 30 DAYS:

Houseguest passes are valid for up to 30 days. Sponsors requesting guests to stay more than 30 days will include a command endorsement and an Exception to Policy Letter, addressed to the Commanding Officer, MCB Hawaii, via Director, S-7, with the Base Access Request Form. Houseguests staying longer than 30 days may not be eligible for Houseguest Privileges for MCCS facilities but will receive a Base access pass.

POINTS OF CONTACT:

Please contact one of the Pass and Registration Offices if you have questions:

Vehicle Registration: 808-496-0183
Visitors Center: 808-496-9962
Camp Smith: 808-477-8735
Email: mcbkbaz.pmoservices@usmc.mil

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MARINE CORPS BASE HAWAII
BASE ACCESS REQUEST FORM

FOR OFFICIAL USE ONLY – PRIVACY SENSITIVE: Any misuse or unauthorized disclosure may result in both civil and criminal penalties.

SPONSOR'S LAST NAME, FIRST, MIDDLE / DOD ID NUMBER	RANK OR GRADE / UNIT	SPONSOR'S PHONE NUMBER	DATE OF REQUEST

AFFILIATION TO SPONSOR	REQUESTING OFFICE (I.E. FEAD, MCCS, FACILITIES) OR PERSONAL VISITOR
USMC ACTIVE MILITARY	

SPONSOR EMAIL	SPONSOR SIGNATURE

CONTRACT NUMBER	START DATE OF VISIT	END DATE OF VISIT	ACCESS DAYS (REQUIRED)	START-END TIME
			MON-FRI ☐ SAT ☐ SUN ☐	

PURPOSE OF VISIT (For Houseguests staying in Base Housing include address)

LOCATION ☑ MCB HAWAII ☐ CAMP SMITH ☐ PU'ULOA RANGE ☐ MANANA HOUSING

REASON FOR ACCESS

☐ CONTRACTOR ☐ ONE DAY VISITOR(S) ☐ HOUSE GUEST ☐ PERSONAL SERVICES ☐ OTHER ☐ AGENT CARD

*All Visitors/Guests/Contractors must have their two (2) primary forms of identification used when pre-enrolling into DBIDS. U.S. Citizens must bring their original social security card to complete enrollment process. No copies or photos will be accepted. Processing is a minimum of 5-10 business days for all U.S. Citizens.
** Foreign Nationals must submit the information page of their passport with this form and visa (if applicable). Permanent Residents must submit a front and back copy of their resident card with this form. Permanent Residents are not considered U.S. Citizens. Foreign National Requests must be turned in at least 14 business days prior to arrival to ensure proper processing.

☐ **By Checking this box I understand the terms of sponsoring a guest/visitor/contractor to Marine Corps Base Hawaii (MCBH).**

CONTRACTOR/VENDOR/SERVICE PROVIDER/VISITOR INFORMATION

NAME (Last, First, Middle)	DATE OF BIRTH	COMPANY (IF CONTRACTOR)	EVER ISSUED DBIDS CARD OR DBIDS TEMP PASS?	DBIDS QR Code,OR DBIDS ID Number
			☐ Y ☐ N	
			☐ Y ☐ N	
			☐ Y ☐ N	
			☐ Y ☐ N	
			☐ Y ☐ N	
			☐ Y ☐ N	
			☐ Y ☐ N	
			☐ Y ☐ N	
			☐ Y ☐ N	
			☐ Y ☐ N	
			☐ Y ☐ N	

PASS AND REGISTRATION OFFICE USE ONLY

RECEIVED BY	DATE RECEIVED

EBW: ☐ YES ☐ NO COMPLETED BY_____ DATE _____

NCIC: ☐ YES ☐ NO COMPLETED BY_____ DATE _____

DBIDS: ☐ YES ☐ NO COMPLETED BY_____ DATE _____

SPONSORSHIP VERIFIED BY: CAC ☐ TESLIN ☐

AUTHORITY: 10 U.S.C. 5013, Secretary of the Navy; 10 U.S.C. 5041, Headquarters, Marine Corps; OPNAVINST 5530.14E, Navy Physical Security; Marine Corps Order 5530.14A, Marine Corps Physical Security Program Manual; and E.O. 9397 (SSN), as amended, SORN NM05512-2.
PURPOSE(S): To control physical access to Department of Defense (DoD), Department of the Navy (DON) or U.S. Marine Corps Installations/Units controlled information, installations, facilities, or areas over which DoD, DON, or U.S. Marine Corps has security responsibilities. **DISCLOSURE:** Providing registration information is voluntary. Failure to provide requested information may result in denial of access to benefits, privileges, and DoD installations, facilities and buildings.
Pre-Enroll in the Defense Biometric Identification System (DBIDS) at https://dbids-global.dmdc.mil/enroll#!/, at least five (5) business days and no more than (30) days prior to the day base access is needed. Use continuation sheet if necessary. Pass and Registration phone number 257-2047/0183.

MARINE CORPS BASE HAWAII

BASE ACCESS REQUEST FORM CONTINUATION SHEET

FOR OFFICIAL USE ONLY – PRIVACY SENSITIVE: Any misuse or unauthorized disclosure may result in both civil and criminal penalties.

SPONSOR'S LAST NAME, FIRST, MIDDLE/DOD ID NUMBER	RANK/UNIT	SPONSOR'S PHONE NUMBER	DATE OF REQUEST

CONTRACTOR/VENDOR/SERVICE PROVIDER/VISITOR INFORMATION

NAME (Last, First, Middle)	DATE OF BIRTH	COMPANY (IF CONTRACTOR)	EVER ISSUED DBIDS CARD OR DBIDS TEMP PASS?	DBIDS QR Code,OR DBIDS ID Number
			Y N	
			Y N	
			Y N	