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

*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, DBIDS ID Number OR EDIPI for CAC holders
			☐ Y ☐ N	
			☐ Y ☐ N	
			☐ Y ☐ N	
			☐ Y ☐ N	
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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 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

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SPONSOR'S LAST NAME, FIRST, MIDDLE / DOD ID NUMBER	RANK OR GRADE/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, DBIDS ID Number OR EDIPI for CAC holders
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