

**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 FQF"KF"PWODGT		RANK/UNIT	SPONSOR'S PHONE NUMBER	DATE OF REQUEST
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AFFILIATION OF SPONSOR	REQUESTING OFFICE (I.E. FEAD, MCCS, FACILITIES) OR PERSONAL VISITOR
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SPONSOR EMAIL	SPONSOR SIGNATURE
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CONTRACT NUMBER	START DATE OF VISIT	END DATE OF VISIT	ACCESS DAYS (REQUIRED) MON-FRI SAT SUN	HOURS (REQUIRED)
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PURPOSE OF VISIT

LOCATION	MCB HAWAII	CAMP SMITH	PU'ULOLO RANGE	MANANA HOUSING
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REASON FOR ACCESS				
CONTRACTOR	ONE DAY VISITOR(S)	HOUSE GUEST	PERSONAL SERVICES	OTHER

CONTRACTOR/VENDOR/SERVICE PROVIDER/VISITOR INFORMATION

NAME (Last, First, Middle)	DATE OF BIRTH	COMPANY (IF CONTRACTOR)	EVER ISSUED		If No, pre-enroll in DBIDS and enter Pre-Enrollment Code
			DBIDS CARD OR DBIDS TEMP PASS?		
			Y	N	
			Y	N	
			Y	N	
			Y	N	
			Y	N	
			Y	N	
			Y	N	
			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
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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.

