

Day Visitors, Houseguest Privileges & Personal Services

Day Visitors

Day visitor sponsorship is completed at the Visitors Contractor Center BLDG 1637. Sponsor must be present for unofficial visits. Pre-enrollment is highly encouraged to expedite the process. Enrollment can also be completed by the Security Assistants in the VCC/Pass House BLDG 1637.

A criminal history background check will be conducted on each visitor(s) through the National Crime Information Center Interstate Identification Index (NCIC III). Criminal history disqualifiers for base access are located in Base Order 5532.1 Chapter 3 Enclosure 1. Individuals with an unfavorable background check will be denied access. Base Access Waivers will be reviewed on a case by case basis

Houseguest Privileges Requests

House Guests are individuals sixteen (16) or older, who are visiting military members (active duty) who reside *or are utilizing base lodging facilities on MCBH which are* eligible for this pass. Residents of Oahu do not qualify for House Guest privileges. Sponsors requesting to sponsor a house guest visiting more than 72 hours must submit a House Guest form to the PMO Service Center **prior** to the visit *for processing*. House Guests with passes are not authorized entry to the commissary or allowed to make purchases, nor are they permitted to purchase merchandise at MCBH facilities.

Extended visits (14 or more days) are reviewed on a case-by-case basis and must be for the benefit of the Active-Duty member or their command sponsored dependents. Guardianship papers, power-of-attorney, or other legal authorization must be provided for minor guests.

Process for Submitting Houseguest Forms:

*****Submission of Forms via Email*****

All electronic forms must be digitally signed in the appropriate signature block using your DoD CAC credentials to validate the information submitted. Any email or email attachment containing sensitive PII, such as date of birth, must be sent via official DoD email and encrypted and digitally signed in accordance with DoD policy. This type of sensitive PII is contained in a completed MCBH S-7 FORM 5532, BASE ACCESS REQUEST FORM, and possibly other forms or information that you provide to the Provost Marshal's Office. The use of unencrypted email or personal email for this type of information is not authorized and presents a risk of exposing visitors' sensitive information to entities that may use that information for malicious purposes.

1. Houseguest forms are available for physical pick up at:
 - Visitor Contract Center aka Pass House - located at Bldg. 1637 by

MCBH Main Gate, Mon – Fri 0600 - 1630

- PMO Service Center - located at Bldg. 1095 first floor, Mon-Fri, 07301630
- Camp Smith Pass & ID - Bldg. 601, Mon-Fri, 0630-1545 ▪

Downloadable form:

<https://www.mcbhawaii.marines.mil/Portals/114/WebDocuments/MilitaryPolice/DBIDS/HouseGuestInstructions.pdf>

2. The following information will be disclosed in Form 5532, ensuring that form is signed in order to validate information provided:
 - Sponsors information
 - You will need your house guest's full legal name, and DBIDS Preenrollment code.
 - When form is submitted, the location of the guest stay will be disclosed.
3. Drop-off completed House Guest form to:
 - In addition to the locations listed in section 1, House Guest Forms may be submitted via email MCBKBAZ.PMOSERVICES.FMB@usmc.mil. See the note above concerning the submission of forms via email.

3A. Additional Information Required for Foreign National Guests

- A copy of their passport information page, VISA or I-551 (Green Card) if any
- 14 day minimum drop-off required for NCIS base access review and approval.
- All Foreign Nationals regardless of age must be submitted for base access.

3B. Additional Information Required for Extended House Guests (14 or more days)

- A letter from sponsor on letter head in conjunction to command endorsement are required at the time of request pick-up.
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 - Sponsor will route PMO approved completed request to Family Housing Office located at 1571 Lawrence Road. Family Housing Office will then provide approval letter to be routed to Ohana Military Communities Office for final approval signatures. Extended pass is contingent to approval from Family Housing Office and Ohana Military Communities.
 - Once approved, you may return to any of our offices listed in section 1 with guests. Passes must be renewed and will not exceed 14 days. Issuance further requirements listed in section 6.
4. Sponsor will be notified by PMO Service Center of *favorable* or *unfavorable background* check.
 - Individuals with a *favorable* background check must be picked up by the sponsor and taken to the respective *Ohana Military Communities* for approval if staying in on-base housing.

- House Guests with an unsatisfactory background check will not be permitted *aboard* MCBH. Individual(s) may request for a waiver, for further information click [here](#).
5. Upon House Guests arrival sponsor and/or spouse must accompany their guest(s) to *any of our locations listed in section 1*. Completed approved form will be needed at every visit for pass issuance. Guests will need to provide all required documents upon issuance of initial pass.

Personal Services Request

Personal Services access passes are for restricted access issued to allow a civilian access the installation on designated times and dates to provide reoccurring personal services to base residents for specific reasons such as health care, child care, lessons, etc. Apply for a Personal Services at our Camp Smith Pass & ID Office or PMO Services Center Office, hours previously listed, or via government issued email at MCBKBAZ.PMOSERVICES.FMB@usmc.mil. See the note above concerning the submission of forms via email. The following procedures apply:

1. Base residents who hire Household Employees for domestic help, (nannies, health aides, private nurses, cooks, maids, etc.) must meet the requirements of Base Order 1710.55A before a Personal Services Pass is issued.
2. Sponsors will instruct their visitor to pre-enroll in DBIDS and the sponsor will submit the Base Access Request S-7 Form 5532 to PMO at least ten business days before the first visit. Sponsor will include a signed letter clearly stating the reasons for the request, the days of the week, and the inclusive times access is requested. Personal Services Passes are not authorized for persons under the age of 18.
3. Personnel who sponsor any commercial entity for reoccurring services will provide a letter or other documentation (contract, work order, etc.) from the commercial activity that certifies the commercial relationship with the sponsor and the number of hours per week Base access is needed. The Sponsor will provide a copy of the professional license or certificate if the service requires a license or certification, such as health care professionals, special education instructors, therapists, etc, when requested, if the care is not subsidized by TRICARE or other government entity. Sponsors who request the services of a private individual may be required to provide supporting documentation as requested by PMO Services Office, depending on the type and frequency of the provided service.
4. Sponsor will be notified by PMO Service Center of unfavorable background checks.

- Individuals with an unsatisfactory background check will not be permitted on MCBH. Individual may request for a base waiver.
5. Applicant arrives at any of our offices, previously listed, to complete DBIDS enrollment and be issued a DBIDS credential. Personal Services Passes are valid for up to six months and may be renewable upon reapplication. The pass is valid only for the dates, time, destination, and other restrictions listed on the pass.
Personal Services passes will be revoked if the cardholder accesses the installation outside the restrictions on the pass and the sponsor may lose sponsorship privileges.
 6. Personal Services Pass requests for on-call or as needed services such as babysitting, pet care, housecleaning, etc, without scheduled appointments will be denied, as will requests for 24/7 unescorted access. Exceptions for medical care or similar circumstances may be granted at the discretion of Supervisory Security Assistant. The Exceptional Family Member Program (EFMP) Manager may verify the necessity of Personal Service Passes for registered EFMP personnel.

Special Events

Individuals with sponsoring capabilities hosting a special event may submit a Special Event Request in order for civilians to gain access to the base for a specific non beach event, unescorted. A special event request must be filled out for individuals sixteen (16) or older and at least 10 working days prior to the visit to allow sufficient time to conduct a security investigation. Larger scale events will require longer processing times.

Process for Submitting Special Event Requests:

1. Special Event Request are available for physical pick up at:
 - Pass House - located at Bldg. 1637 by MCBH Main Gate, Mon – Fri 0600 - 1630
 - PMO Service Center - located at Bldg. 1095 first floor, Mon - Fri, 0730-1630
 - Camp Smith – Bldg. 601, Mon – Fri, 0630-1545
 2. The following information will be disclosed in Form 5532, ensuring that form is signed in order to validate information provided.
 - Sponsors information
 - Event Location, Event Date, Start and End Event Time
 - You will need your house guests full legal name, and Date of Birth, as well as their DBIDS Pre-enrollment code
 - If submitted via government email, ensure form and email are digitally signed.
- 2A. Additional Information Required for Foreign National Guests**
- A copy of their passport information page, VISA or I-551 (Green Card) if any
 - 14 day minimum drop-off required for NCIS base access review and approval.
 - All Foreign Nationals regardless of age must be submitted for base access.
3. Drop-off completed Special Events Request form to:
 - *In addition to the locations listed in section 1, Special Event Requests may be submitted via email MCBKBAZ.PMOSERVICES.FMB@usmc.mil through a government issued email and must have digital signature provided on the form.*
 4. Sponsor will be notified by PMO Service Center of unfavorable background checks only.
 - Individuals with an unfavorable background check will not be permitted on MCBH. Individual(s) may request for a waiver
 5. On the day of the event **all** civilians sixteen (16) or older must check in at the Visitor Contractor Center B1637 or Camp Smith Pass & ID Office B601. Guests will need to provide all required documents upon issuance of initial pass.

- **Foreign Nationals will need to be escorted at all times by sponsor and will need to be accompanied by sponsor at the time of pass issuance.**
- Pre-printed event passes will be at the discretion of the Supervisory Security Assistant.