

INSTRUCTIONS FOR COMPLETING BASE ACCESS REQUEST FORM FOR HOUSE GUESTS

1. House guests are civilian personnel visiting active duty military members who reside on or off base. The DBIDS House Guest Pass permits certain MCCS privileges and base access without the sponsor being present. House guests must reside off the island of Oahu and present a flight itinerary at the time of registration. House guests staying in Military Family Housing or in any lodging facility on base for more than 72 hours must register with PMO as a house guest. House guest DBIDS Passes are valid for up to 29 days. If guest is staying in Hunt Housing address must be placed on form.
2. Sponsor will complete the top and middle portions of this form and submit to the PMO Customer Service Center, Building 1095, or email to: mcbkbaz.pmoservices@usmc.mil if the sponsor can 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 U.S. Citizens. Turn into PMO Customer Service Center with enough time to process prior to the guest(s) arrival.
3. All guests MUST pre-enroll into DBIDS at <https://dbids-global.dmdc.mil/enroll> no more than 30 days before the visit. **DBIDS PRE-ENROLLMENT ONLY VALID FOR 30 DAYS.**
4. **ALL GUESTS 17 YEARS OLD AND UNDER ARE NOT REQUIRED TO ENROLL INTO DBIDS UNLESS DRIVING A VEHICLE ON THE BASE.**
5. **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>**
6. 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). U.S. Citizens must bring their **ORIGINAL SOCIAL SECURITY CARD. No copies or photos will be accepted.**
7. Once the guest(s) are pre-enrolled, they will be given a QR code. It is recommended to either print or take a screen shot of the QR code. The sponsor will need the code for the Base Access Request Form.
8. The PMO Customer Service Center will conduct a criminal history inquiry of all guests 18 years of age and older. Sponsors will be notified of all guests that do not meet base access requirements as set forth in Base Order 5532, Base Security Access Control. PMO will complete the bottom portion of this form.
9. Customers will be contacted when the criminal history inquiry has been completed.
10. Sponsors who reside in Ohana Military Communities (OMC) must pick up the Base Access Request approval endorsed by PMO and take to their respective OMC Resident Service Office (RSO) to register their house guest(s) with OMC. The sponsor will receive an OMC Notification of Guests Approval Form. Sponsors who have guests staying in any lodging facility on base or in off-base accommodations are not required to complete this step.
11. Following the guest(s) arrival, the sponsor and guest(s) can proceed to the main gate Pass and Registration Office (B1637), the Customer Service Center (B1095) or the Camp Smith Pass and Registration Office (B601) for their DBIDS House Guest Pass. The sponsor must present the Base Access Request Form endorsed by PMO and the Notification of Guests form signed by their RSO. **GUESTS MUST PRESENT AN ITINERARY WITH ARRIVAL AND DEPARTURE INFORMATION, THEIR (2) PRIMARY FORMS OF IDENTIFICATION USED WHEN PRE-ENROLLING INTO DBIDS, QR CODE, AND RENTAL VEHICLE AGREEMENT AND VIN NUMBER.**

NOTE: Having a social security card does not constitute U.S. Citizenship. ALL guests need to enroll with their correct citizenship or could be denied access. A Permanent Resident is not a U.S. Citizen and must be declared to PMO.

SPECIAL INSTRUCTIONS FOR FOREIGN NATIONAL GUESTS

1. **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 Form . Foreign National guest(s) who are not immediate family members (Mother, Father, Brother or Sister) of the sponsor or spouse will not receive a DBIDS House Guest Pass and MUST BE ESCORTED AT ALL TIMES BY THE SPONSOR. These requests NEED to be submitted at least 14 BUSINESS DAYS PRIOR TO ARRIVAL. Foreign Nationals without a Visa or Permanent Resident Card must go to H-3 Passhouse to complete biometrics and complete their DBIDS.**

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

1. **Sponsors who have guests staying 30 days or more must obtain command endorsement and submit the command endorsement with the Base Access Request Form approval. Long term visitors will only be granted a 30 day houseguest pass after that a pass to and from the base residence will be given 30 days at a time.**

POINTS OF CONTACT:

If you have questions, please contact one of the individuals from the Pass and Registration Office:

Vehicle Registration: 808-257-0183

H-3 Main Gate Passhouse: 808-257-2047

Jenna Rivera, 808-257-1148, Jennifer.rivera1@usmc.mil

Marisela Quintas, 808-257-9962, Marisela.quintas@usmc.mil

Rogelio Baltazar, 808-477-8735, rogelio.baltazar@usmc.mil

PAGE

LEFT

BLANK

**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 1 FQF"KF"PWODGT		RANK OR GRADE / UNIT	SPONSOR'S PHONE NUMBER	DATE OF REQUEST
--	--	----------------------	------------------------	-----------------

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

SPONSOR EMAIL	SPONSOR SIGNATURE
---------------	-------------------

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

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	
			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
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.**

