JOINT BASE PEARL HARBOR-HICKAM, HAWAII

SHORT TERM VISITOR PASS (1-30 DAYS) CHECKLIST

SPONSOR MUST COMPLETELY FILL OUT BELOW CHECKLIST PRIOR TO TURNING IN

ITEM NUMBER	ITEM	SPONSOR INITIALS	CLERK INITIALS
#1	**JB2 Form 0-180 (Dated 06 Aug 2021)**		
#1A	**From Block** (Sponsor Name and Address)		
#1B	**Duration of Request**		
#1C	**Place of Residency** (Sponsor's Resident Address on Base)		
#1D	**Justification**		
#1E	**Houseguest Information**		
#1F	**Requestor** Name/Signature (Digital or Wet)/Date/Phone/Email		
#1G	**Sponsor** Name/Signature (Digital or Wet)/Date/Phone/Email (Must be same as Sponsor listed on SECNAV Form 5512)		
#2	**Copy of Sponsor's CAC** (Front/Back scanned copy only; printed pictures/unreadable copies are invalid)		
#3	**Copy of Non DoD Civilian's Driver's License or State Issued ID** (Front/Back scanned copy only; printed pictures/unreadable copies are invalid)		
#5	**SECNAV Form 5512-1 (Dated May 2021)**		
NOTE: If the Resident intends to add the Houseguest to their current Lease Agreement with Housing, the Lease Signer must submit an On-Base Resident Application once the Lease Agreement is updated and the Individual(s) are listed as authorized occupants. **NOTE:** Houseguest, whether long term or short term, is defined as an individual who is not on the lease and will require an Exception to Policy from Housing Authority.		☐ **GREEN BOOK**	

INFORMATION LISTED BELOW IS FOR PASS & ID USE ONLY

1. Received By (Rank/First Last): _____ **/ Date_____**

2. PID CLERK SYSTEM VERIFICATION

Clerk Initials

National Crime Information Center (NCIC) Background & Sex Offender Registry (SOR) Check:	
Barment Check:	
PID Clerk Name (Last, First): Date:	

3. Pass & ID NCOIC (Rank/First Last): _____ **/ Date_____**
Recommend: Approval / Disapproval
Comments: _____
_____

4. Pass & ID LCPO (Rank/First Last): _____ **/ Date_____**
Recommend: Approval / Disapproval
Comments: _____
_____

5. Section Chief (Rank/First Last): _____ **/ Date_____**
Recommend: Approval / Disapproval
Comments: _____
_____

6.Superintendent (Rank/First Last): _____ **/Date_____**
Recommend: Approval / Disapproval
Comments: _____
_____

7. JB2 CC Review: (Rank/First & Last Name): _____ **/ Date_____**
Recommend: Approval / Disapproval
Comments: _____
_____