



**JOINT BASE PEARL HARBOR-HICKAM, HAWAII**

**ON-BASE LONG TERM HOUSEGUEST (181-365 DAYS) CHECKLIST**

**SPONSOR MUST COMPLETELY FILL OUT BELOW CHECKLIST PRIOR TO TURNING IN**

<b><u>ITEM NUMBER</u></b>	<b><u>ITEM</u></b>	<b><u>SPONSOR INITIALS</u></b>	<b><u>CLERK INITIALS</u></b>
#1	<b>JB2 Form 0-180 (Dated 06 Aug 2021)</b>		
#1A	<b>From Block (Sponsor Name and Address)</b>		
#1B	<b>Duration of Request</b>		
#1C	<b>Place of Residency (Sponsor's Resident Address on Base)</b>		
#1D	<b>Justification</b>		
#1E	<b>Houseguest Information</b>		
#1F	<b>Requestor Name/Signature (Digital or Wet)/Date/Phone/Email</b>		
#1G	<b>Sponsor Name/Signature (Digital or Wet)/Date/Phone/Email (Must be same as Sponsor listed on SECNAV Form 5512)</b>		
#1H	<b>Housing Office Endorsement (Digital OR Wet Signature)</b>		
#1I	<b>Command Name/Signature (Digital or Wet)/Date/Phone/Email <b>Required for All Applications over 30 days</b></b>		
#2	<b>Copy of Sponsor's CAC</b> <small>(Front/Back scanned copy only; printed pictures/unreadable copies are invalid)</small>		
#3	<b>Copy of Non DoD Civilian's Driver's License or State Issued ID</b> <small>(Front/Back scanned copy only; printed pictures/unreadable copies are invalid)</small>		
#4	<b>Housing Authorization Memorandum/Exception to Policy for Visitor (Must include the dates the visitor will be in the residence)</b>		
#5	<b>SECNAV Form 5512-1 (Dated May 2021)</b>		
<p><b>NOTE:</b> 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.</p> <p><b>NOTE:</b> 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.</p>			<input type="checkbox"/> <b>GREEN BOOK</b>

**Checklist Current as of 02 FEB 2025 (all others obsolete/invalid)**

**INFORMATION LISTED BELOW IS FOR PASS & ID USE ONLY**

**1. Received By (Rank/First Last):** \_\_\_\_\_ / **Date** \_\_\_\_\_

**2. PID CLERK SYSTEM VERIFICATION**

		<b>Clerk Initials</b>
<b>National Crime Information Center (NCIC)</b>		
<b>Background &amp; Sex Offender Registry (SOR) Check:</b>		
<b>Barment Check:</b>		
<b>PID Clerk Name (Last, First):</b>	<b>Date:</b>	

**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:** \_\_\_\_\_