SUMMARY SHEET FOR VISITOR PASS REQUESTS TO ACCESS JOINT BASE PEARL HARBOR-HICKAM PROPERTIES

- 1. All information must be typed; only signatures with dates can be written and must be in **BLACK** or **BLUE** ink, digital CAC Card signatures are accepted and highly encouraged.
- 2. All names below must be listed as Last Name, First Name, MI, to match individual submitted SECNAV 5512-1 form in order to conduct proper background check. Names without a submitted SECNAV 5512 form will not be processed.
- 3. Sponsor listed below must also be listed as Sponsor in Block 25 of ALL accompanying SECNAV 5512-1 forms.
- 4. Location or address visiting/accessing must be properly annotated. (No access will be allowed to visitors to use automatic vehicle gates)
- 5. Depending on request, expiration date WILL NOT exceed one year.
- 6. Applications must be reviewed/received NO LATER THAN 14 Business Days prior to requested start date (processing times may vary).
- 7. Applications with incomplete forms, forms with errors, or if additional paperwork needed will be returned for correction.
- 8. Processing times for all applications does not begin until all paperwork is verified and received by Pass and ID Personnel.
- 9. Requester and/or Sponsor will be e-mailed at the address provided below for final disposition of applications unless otherwise specified. Personnel must pick up their badges within 30 days after notified ready for issuance. Applications will be discarded after 30 days and a new one must be submitted.

From: (Unit/Organization)	Issue Location: (DBIDS select Nimitz):	Pass Type:	Pass Start Date:	Pass Expiration Date: (1 year or less):									
Pass Days: Sur	nday	Tuesday Wed	dnesday	Friday Saturday									
Justification: (Specific reasons justifying access to JBPHH, ability to sponsor, to have unescorted access, access above FPCON Bravo or for specific days/times, etc)													
(All name	es below must have an accompar	Visitor Listing: nying SECNAV 5512 filled or	nt in order to conduct proper bac	ekground checks)									
Last Name	First Name	MI PID Last Nar	ne First Na	mme MI PID									
Requester: May be sponsor, Grade	Last	First	M	MI Phone									
site manager or contractor Email		Signatur	е	Date									
Sponsor: Government/Military Employer/ Lease Signer Grade Email	Last	First	M	MI Phone									
		Signatur	e	Date									
Housing: Required for authorized residents	Last	First	M	MI Phone									
and all house guests Email over 30 days		Signatur	е	Date									
Command: Required for ALL Grade	Last	First	M	II Phone									
requests exceeding 30 days Email		Signatur		Date harbor higher / om/oness and id html									

PRIVACY ACT STATEMENT

AUTHORITY: Section 3101, Title 44, US Code, 5 USC 552A

PRINCIPAL PURPOSES: The purpose of requesting personal information is to assist security personnel in developing records to document contractor employee suitability for access to Joint Base Pearl Harbor-Hickam, Hawaii to work under Navy, Air Force, or local contracts. The social security number and date and place of birth are necessary to identify persons, maintaining records, and for criminal history/background checks

ROUTINE USES: This information may be used to determine suitability of persons desiring access to Joint Base Pearl Harbor-Hickam as well as for other lawful purposes including law enforcement and litigation.

DISCLOSURE IS VOLUNTARY: Disclosure of requested information is voluntary. However, failure to provide information will result in access privileges being refused or withdrawn. The Privacy Act Statement will apply throughout the duration of the contract while serving in the capacity of prime contractor or subcontractor/supplier/employee.

Visitor Listing (continued)													
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Date received:			Grade:		Last:	v	Fir	st:					