

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):
<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>

Pass Days: Sunday Monday Tuesday Wednesday Thursday Friday Saturday

Daily Start Time: **Daily End Time:** **Location or Address:**

Justification:

(Specific reasons justifying access to JBPHH, ability to sponsor, to have unescorted access, access above FPCON Bravo or for specific days/times, etc)

Visitor Listing:

(All names below must have an accompanying SECNAV 5512 filled out in order to conduct proper background checks)

Last Name	First Name	MI	PID	Last Name	First Name	MI	PID
<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 20px;" type="text"/>	<input style="width: 20px;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 20px;" type="text"/>	<input style="width: 20px;" type="text"/>
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Requester: May be sponsor, site manager or contractor

Grade	<input style="width: 50px;" type="text"/>	Last	<input style="width: 150px;" type="text"/>	First	<input style="width: 150px;" type="text"/>	MI	<input style="width: 20px;" type="text"/>	Phone	<input style="width: 100px;" type="text"/>
Email	<input style="width: 250px;" type="text"/>			Signature	<input style="width: 150px;" type="text"/>		Date	<input style="width: 100px;" type="text"/>	

Sponsor: Government/Military Employer/ Lease Signer

Grade	<input style="width: 50px;" type="text"/>	Last	<input style="width: 150px;" type="text"/>	First	<input style="width: 150px;" type="text"/>	MI	<input style="width: 20px;" type="text"/>	Phone	<input style="width: 100px;" type="text"/>
Email	<input style="width: 250px;" type="text"/>			Signature	<input style="width: 150px;" type="text"/>		Date	<input style="width: 100px;" type="text"/>	

Housing: Required for authorized residents and all house guests over 30 days

Grade	<input style="width: 50px;" type="text"/>	Last	<input style="width: 150px;" type="text"/>	First	<input style="width: 150px;" type="text"/>	MI	<input style="width: 20px;" type="text"/>	Phone	<input style="width: 100px;" type="text"/>
Email	<input style="width: 250px;" type="text"/>			Signature	<input style="width: 150px;" type="text"/>		Date	<input style="width: 100px;" type="text"/>	

Command: Required for ALL requests exceeding 30 days

Grade	<input style="width: 50px;" type="text"/>	Last	<input style="width: 150px;" type="text"/>	First	<input style="width: 150px;" type="text"/>	MI	<input style="width: 20px;" type="text"/>	Phone	<input style="width: 100px;" type="text"/>
Email	<input style="width: 250px;" type="text"/>			Signature	<input style="width: 150px;" type="text"/>		Date	<input style="width: 100px;" type="text"/>	

