



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

**ON-BASE HOUSING RESIDENT (1 YEAR MAXIMUM) 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 0180 (Dated 06 Aug 2021)</b>		
#1A	<b>From Block</b> (Sponsor Name and Address)		
#1B	<b>Duration of Request</b>		
#1C	<b>Place of Residency</b> (Sponsor's Resident Address on Base)		
#1D	<b>Resident Information</b>		
#1E	<b>Sponsor Name/Signature/Date/Phone #/Email</b> (Digital OR Wet Signature) (Must be Lease Signer on file with Housing)		
#1F	<b>Housing Office Endorsement</b> (Digital OR Wet Signature)		
#1G	<b>Command Name/Signature/Date/Phone #/Email for All Applications over 30 days</b> (Digital or Wet Signature)		
#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</b> <small>(Front/Back scanned copy only; printed pictures/unreadable copies are invalid)</small>		
#4	<b>Copy of Housing Lease Listing ALL Authorized Occupants</b> <b>(Occupant List must be typed and not written)</b>		
#5	<b>SECNAV Form 5512-1 (Dated May 2021)</b>		
			<input type="checkbox"/> <b>GREEN BOOK</b>

**BELOW LISTED INFORMATION IS FOR PASS & ID (PID) USE ONLY**

**1. REQUEST RECEIVED BY - Rank & Name (Last, First):** \_\_\_\_\_ / **Date:** \_\_\_\_\_

<b>2. PID CLERK SYSTEM VERIFICATION</b>	<b>Clerk Initials</b>
<b>National Crime Information Center (NCIC) Background &amp; Sex Offender Registry (SOR) Check:</b>	
<b>Barment Check:</b>	
<b>PID Clerk Name (Last, First):</b> _____ <b>Date:</b> _____	

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

