



JOINT BASE PEARL HARBOR-HICKAM, HAWAII

REQUIRED FOREIGN NATIONAL VISITOR REQUEST CHECKLIST

SPONSOR MUST COMPLETELY FILL OUT BELOW CHECKLIST PRIOR TO TURNING IN

<u>ITEM NUMBER</u>	<u>ITEM</u>	<u>INITIALS</u>
#1	FNVR (Foreign National Visitor Request): Form dated 1 April 2018	
#1 A	From Block: (Sponsor Name, Organization, and Address)	
#1 B	Event Date/Time: (Ex: 25 Sep 20 - 13 Oct 20 24/7)	
#1 C	Location: (Which Area of Base ex: Main Base, NCTAMS, Ford Island, Makalapa)	
#1 D	Number of Foreign National Visitors:	
#1 E	Name of Escort(s): (If requesting escorted access, record the name of the escort(s))	
#1 F	Justification: (Specific reason for access)	
#1 G	Command Endorsement: Name/Signature(Digital or Wet)/Date/Phone #/Email	
#1 H	Housing Endorsement: Required for ALL guests residing/staying in base housing	
#1 I	Sponsor: Name/Signature(Digital or Wet)/Date/Phone/Email (Must be same as Sponsor listed on SECNAV Form 5512/1 (May 2021))	
#1 J (Backside)	Foreign National Visitors Information: Last name, First Name, MI, DOB, Green Card Y/N, SSN, Citizenship, Gender, Naturalization or Passport #	
#2	Sponsors Signature: Date, print sponsors name, phone, and email (at the bottom)	
#3	Copy of Sponsor's CAC: (Front and Back)	
#4	Copy of Foreign Visitor's Passport/Visa OR Foreign ID: (Front and back)	
#5	Other Documents: (i.e. Visitor pass from housing, Divorce Decree, Family Care Plan, In Loco Parentis Power Of Attorney, Proof of enrollment in CDC, Physician/Provider Justification Letter, Au Pair Company paperwork: (if applicable) **Au Pair Request: If you are submitting an Au Pair application, you MUST also submit a JB2 0-180 form. This is provided at our office or found on our website.	
#6	SECNAV Form 5512/1: (May 2021 Expires 31-May-24)	
PID personnel reserve the right to ask for further information from requester/sponsor to determine fitness of request.		

Checklist Current as of 01 FEB 2025 (all others obsolete/invalid)

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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: _____

Checklist Current as of 01 FEB 2025 (all others obsolete/invalid)