

**APPLICATION FOR PERSONNEL AND VEHICLE PASSES FOR LONG TERM VISITOR PASSES AND TO WORK UNDER NAVY, AIR FORCE, OR LOCAL CONTRACT FOR CONTRACTORS/VENDORS/EMPLOYEES**

**(INSTRUCTIONS)**

1. All information must be typed; Last Name, First Name, MI, SSN, Citizenship, Gender, Immigration or Passport Number (if applicable)
2. The only information that can be written is date and signatures at the bottom; original signatures are required at time of application.
3. Must show current driver's license and/or other form of picture identification for driver(s) when picking up badges & Naturalization Certificate/Permanent Resident Card if applicable.
4. All applications for contractors/vendors must be accompanied by a contractor supplied background check (if required by the contract and if not enrolled in NCACS—i.e., opting for the one-day pass). The most common background checks submitted by contractors/vendors are Precise Hire and Criminal Watch Dog (Advanced National); however, JBPHH does not endorse any particular background check agencies.
5. This letter must be received by Pass and ID 10 days prior to issuing badges. Personnel must pick up their badges within 30 days of the approval date on this letter. Application will be discarded after 30 day and a new one must be submitted.
6. Place of performance/location visiting must be properly annotated. Wahiawa, West Loch, JBPHH Main Base, etc., may be used if a cover letter is submitted with this application documenting the need for base wide access.
7. Visitor Pass expiration date must be entered. Badge expiration date WILL NOT exceed one year.
8. Incomplete forms or forms with errors will be returned for correction; they will not be processed.
9. The form will be e-mailed to the requester's e-mail address unless otherwise specified on the form.

<b>TO:</b> 1250 South Drive Bldg. 3455 Honolulu, HI 96818	<b>FROM:</b> (Sponsor/Organization & Address) <span style="float:right"><b>Company</b></span>
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<b>CONTRACT NUMBER AND EXPIRATION DATE</b>	<b>BADGE EXPIRATION DATE</b> <small>(must be 1 year or less)</small> <b>Contractor Expiration will not exceed 30 days</b>	<b>DAYS/HOURS WORKED/VISITING</b> <small>(Example: Daily/All Hours/Mon-Sat/0630-2000, etc. (Limit the daily all hours)</small>	<b>PLACE OF PERFORMANCE</b> <small>(Example: Commissary/BX/Onizuka Village Housing/C-17 Hangar to include Building Number and appropriate Annex of JBPHH)</small>
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**JUSTIFICATION:**

**PERSONNEL/VISITOR LISTING**

Last Name	First Name	MI	DOB	Place of Birth	SSN/Driver's License # or State ID #	Citizenship	Gender	Naturalization or Passport #
(Ex:) Smith	John	A	4 Jan 1966	Winville, MD	123-45-6789 HI 123456789	USA	M	N/A

THIS CERTIFICATION CONCERNS A MATTER WITHIN THE JURISDICTION OF AN AGENCY OF THE UNITED STATES AND THE MAKING OF A FALSE, FICTICIOUS OR FRAUDULENT CERTIFICATION MAY RENDER THE MAKER SUBJECT TO PROSECUTION UNDER TITLE 18, UNITED STATES CODE, SECTION 1001.

<b>COMMAND ENDORSEMENT:</b> <small>(required for special, spouse, and houseguest passes)</small>	Printed Name: Organization/Number: <b>Only for Long Term Passes</b>	Signature/ Date:
<b>HOUSING OFFICE ENDORSEMENT:</b> <small>(required for houseguest passes)</small>	Printed Name: Housing Office/Number: <b>Only for Houesguests</b>	Signature/ Date:
<b>REQUESTER SIGNATURE:</b>	Date:	
<b>REQUESTER NAME:</b>	<b>Ex. Site Manager, Contractor, etc.</b>	Phone & Fax No: E-mail
<b>Sign Sponsor's Name:</b>	Date:	(Day you originally signed form)
<b>Print Sponsor's Name:</b>	<small>(MILITARY SPONSOR/CONTRACT ADMINISTRATOR AND UNIT/WORK CENTER)</small> <b>Tenant Sponsor</b>	Phone/ E-mail:

