

Date: \_\_\_\_\_

From: \_\_\_\_\_  
(Sponsor's Name and Address)

To: Commanding Officer, Naval Base Kitsap

Via: (1) Bremerton/Bangor VCC Supervisor, Naval Base Kitsap  
(2) Installation Security Officer, Naval Base Kitsap

Subj: REQUEST FOR EXCEPTION TO POLICY - ACCESS BY OTHER THAN  
AUTHORIZED MEMBER

Ref: (a) NAVBASEKITSAPINST 5530.14 (Series)

1. I request an exception to policy be made to allow  
\_\_\_\_\_ (Agent's Name) access to Naval Base Kitsap for  
the purposes of dropping off and picking up my child from the  
Child Development Center, Youth and Teen Center, or Child  
Development Home. I am unable to drop off or pick up my child  
from the Child Development Center, Youth and Teen Center, or the  
Child Development Home for the following reasons:  
\_\_\_\_\_.

2. I, \_\_\_\_\_ (Sponsor's Name) understand that this  
exception is not made lightly. Access to Naval Base Kitsap is  
for the sole purpose of allowing access to the Child Development  
Center, Youth and Teen Center, or a Child Development Home. I  
understand that this badge has no escort privileges attached and  
that use for other than the stated purpose could result in the  
loss of base access privileges.

3. I understand that this exception to policy is for a period  
not to exceed six months. If longer access is required, a new  
request must be submitted no less than 30 days in advance of  
expiration to ensure there is no gap in access authorization.

4. After the letter is signed, it will be brought to the  
Visitor Control Center, with a completed 5512/1, proof of  
citizenship, and a valid photo ID. I understand a Criminal  
Background Check will be required prior to access being granted  
and that failure to pass this Criminal Background Check will  
result in a denial of access.

5. I understand that if the terms of this exception change for  
any reason, it is my responsibility to return the badge to the  
Visitor Control Center for destruction.

Very respectfully,