

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
_____ access to Naval Base Kitsap. The
(Agent's Name)
reason for the exception is: _____

2. I, _____ understand that this exception
(Sponsor's Name)
is not made lightly. Access to Naval Base Kitsap is for the
sole purpose of _____.
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 to
ensure there is no gap in access authorization.

4. After this 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.

Very respectfully

(Name of Requestor)