



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

**ON-BASE SHORT TERM HOUSEGUEST (31-180 DAYS) 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>INITIALS</u></b>
#1	<b>JB2 Form 0180 (Dated 01 May 2020)</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>Justification</b>	
#1E	<b>Houseguest Information</b>	
#1F	<b>Requestor Name/Signature</b> (Digital or Wet)/Date/Phone/Email	
#1G	<b>Sponsor Name/Signature</b> (Digital or Wet)/Date/Phone/Email (Must be same as Sponsor listed on SECNAV Form 5512)	
#1H	<b>Housing Office Endorsement</b> (Digital OR Wet Signature)	
#1I	<b>Command Name/Signature</b> (Digital or Wet)/Date/Phone/Email <i>Required for ALL applications over 30 days</i>	
#2	<b>Copy of Sponsor's CAC</b> (Front and Back)	
#3	<b>Copy of Non DoD Civilian's Driver's License</b> (Front and Back)	
#4	<b>Housing Authorization/Exception to Policy Memorandum for Visitor</b> (Must include the dates the visitor will be in the residence)	
#5	<b>SECNAV Form 5512 (Dated Apr 2014)</b>	

**NOTE:** If the Resident intends to add the Houseguest to their current Lease Agreement with Housing, the Lease Signer must submit an On-Base Resident Application once the Lease Agreement is updated and the Individual(s) are listed as authorized occupants.

**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)</b>	
<b>Background &amp; Sex Offender Registry (SOR) Check:</b>	
<b>Barment Check:</b>	
<b>PID Clerk Name (Last, First):</b> _____	<b>Date:</b> _____

**3. NCOIC Review:**  
(Rank/Name) \_\_\_\_\_ / **Date** \_\_\_\_\_ **Recommend: Approved / Disapproved**

**4. JB21/Superintendent Review:**  
(Rank/Name) \_\_\_\_\_ / **Date** \_\_\_\_\_ **Recommend: Approved / Disapproved**

**5. JB2 Approval/Disapproval:**  
(Rank/Name) \_\_\_\_\_ / **Date** \_\_\_\_\_ **Recommend: Approved / Disapproved**

**Signature:** \_\_\_\_\_

**Comments:** \_\_\_\_\_

**Checklist Current as of 01 May 2020 (all others obsolete/invalid)**

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