



JOINT BASE PEARL HARBOR-HICKAM, HAWAII

ON-BASE LONG TERM HOUSEGUEST (181-365 DAYS) CHECKLIST

SPONSOR MUST COMPLETELY FILL OUT BELOW CHECKLIST PRIOR TO TURNING IN

ITEM NUMBER	ITEM	INITIALS
#1	JB2 Form 0-180 (Dated 01 May 2020)	
#1A	From Block (Sponsor Name and Address)	
#1B	Duration of Request	
#1C	Place of Residency (Sponsor's Resident Address on Base)	
#1D	Justification	
#1E	Houseguest Information	
#1F	Requestor Name/Signature (Digital or Wet)/Date/Phone/Email	
#1G	Sponsor Name/Signature (Digital or Wet)/Date/Phone/Email (Must be same as Sponsor listed on SECNAV Form 5512)	
#1H	Housing Office Endorsement (Digital OR Wet Signature)	
#1I	Command Name/Signature (Digital or Wet)/Date/Phone/Email <i>Required for ALL applications over 30 days</i>	
#2	Copy of Sponsor's CAC (Front and Back)	
#3	Copy of Non DoD Civilian's Driver's License (Front and Back)	
#4	Housing Authorization Memorandum/Exception to Policy for Visitor (Must include the dates the visitor will be in the residence)	
#5	SECNAV Form 5512 (Dated Apr 2014)	
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:** _____

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. 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)