



JOINT BASE PEARL HARBOR-HICKAM, HAWAII

ON-BASE HOUSING RESIDENT (1 YEAR MAXIMUM) CHECKLIST

SPONSOR MUST COMPLETELY FILL OUT BELOW CHECKLIST PRIOR TO TURNING IN

ITEM NUMBER	ITEM	INITIALS
#1	JB2 Form 0180 (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	Resident Information	
#1E	Sponsor Name/Signature/Date/Phone #/Email (Digital OR Wet Signature) (Must be Lease Signer on file with Housing)	
#1F	Housing Office Endorsement (Digital OR Wet Signature)	
#1G	Command Name/Signature/Date/Phone #/Email for ALL applications over 30 days (Digital OR Wet Signature)	
#2	Copy of Sponsor's CAC (Front and Back)	
#3	Copy of Non DoD Civilian's Driver's License (Front and Back)	
#4	Copy of Housing Lease Listing ALL Authorized Occupants (Occupant List must be typed and not written) *SEE NOTE*	
#5	SECNAV Form 5512 (Dated Apr 2014)	
NOTE: If the Housing Lease was signed more than 1 year from request date, resident <u>must</u> include an Exception to Policy memorandum from Military Housing Office (MHO)		

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

Comments: _____

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