



JOINT BASE PEARL HARBOR-HICKAM, HAWAII

REQUIRED AGENT SPECIAL CONSIDERATION LETTER CHECKLIST

SPONSOR MUST COMPLETE CHECKLIST PRIOR TO TURNING IN REQUEST

<u>ITEM NUMBER</u>	<u>ITEM</u>	<u>INITIALS</u>
#1	Agent Privilege Letter Application (For NEX/Commissary OFF BASE only) (Does not allow base access or pharmacy access)	
#1A	Sponsor's Information (Military Member's Information)	
#1B	Agent's Information	
#2	Justification Letter (i.e. Reason for Request)	
#3	Copy of Sponsor's CAC (Front and Back)	
#4	Copy of Agent's Driver's License (Front and Back)	
#5	Copy of Children's ID or Birth certificate (Front and Back) (if applicable)	
#6	Other documents (i.e. Divorce Decree, Family Care Plan or Power of Attorney)	
#7	SECNAV Form 5512/1	
NOTE: ADDITIONAL SUPPORTING DOCUMENTS MAY BE REQUIRED DEPENDING ON THE NATURE OF THE REQUEST		

BELOW LISTED INFORMATION IS FOR PASS & IDENTIFICATION (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)

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