



REQUIRED DoD CIVILIAN SPOUSE CARD CHECKLIST

NOTE: SPONSOR MUST FILL OUT BELOW CHECKLIST PRIOR TO TURNING IN REQUEST

ITEM NUMBER	ITEM	INITIALS
#1	JB2 Form 0180	
#1A	From Block (Sponsor Name and Address)	
#1B	Location (Which Area of Base e.g. Main Base, NCTAMs, Makalapa, JBPHH ALL)	
#1C	Badge Expiration Date (Expiration date on sponsors ID)	
#1D	Days/Hours (Specify the days and hours need to gain access)	
#1E	Justification (State specifically why spouse needs access)	
#1F	Visitor Information	
#1G	Requestor: Name/Signature/Date/Phone #/Email (Requestor is Visitor) (<i>Digital OR Wet Signature</i>)	
#1H	Sponsor: Name/Signature/Date/Phone #/Email (<i>Digital OR Wet Signature</i>)	
#1I	Command Endorsement: Name/Signature/Date/Phone #/ Email for <i>ALL applications over 30 days</i> (<i>Digital OR Wet Signature</i>)	
#2	Marriage Certificate	
#3	Copy of Sponsor's CAC (Front and Back)	
#4	Copy of Visitor's Driver's License (Front and Back)	
#5	SECNAV Form 5512	

Note: Sponsor must be DOD civilian spouse.

STOP BELOW LISTED INFORMATION IS FOR PID USE ONLY STOP

Reviewed By:

PID Clerk Initials _____ **/Date** _____

Barment/SRBW Check:

PID Clerk Initials _____ **/Date** _____

SOR Check:

PID Clerk Initials _____ **/Date** _____

NCIC Check:

PID Clerk Initials _____ **/Date** _____

NCOIC Review:

Initials _____ **/Date** _____

Recommend: Approved / Disapproved

OIC/Superintendent Review:

Initials _____ **/Date** _____

Recommend: Approved / Disapproved