



ON-BASE HOUSEGUEST (SHORT TERM: 31 – 180 DAYS) 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	Duration of Stay (31 – 180 days)	
#1C	Place of Residency (Hickam Communities/Ohana Nui)	
#1D	Visitor Information/FNVR if needed	
#1E	Requestor Name/Signature/Date/Phone #/Email (Same as visitor) (Digital OR Wet Signature)	
#1F	Sponsor Name/Signature/Date/Phone #/Email (Digital OR Wet Signature)	
#1G	Housing Office Endorsement (Digital/Wet Signature)w/Housing Guest Authorization Ltr	
#1H	Command Endorsement Name/Signature/Date/Phone #/ Email (Digital OR Wet Signature)	
#2	Copy of Sponsor’s CAC (Front and Back)	
#3	Copy of Visitor’s Driver’s License (Front and Back)	
#4	SECNAV Form 5512	

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/Superintendant Review:
Initials _____/Date _____ **Recommend: Approved / Disapproved**

Comments: