

**Guest Pass Policy:** Documents required for this request are the following:

**OFFICIAL VISITOR PASS REQUEST FORM**  
**(CONSTANT ESCORT REQUIRED)**

If requesting unescorted:

**SECNAV 5512.1 DEPARTMENT OF THE NAVY LOCAL POPULATION ID**  
**CARD/BASE ACCESS PASS REGISTRATION**

All sponsors must be registered in DBIDS in order to escort guests. Guests must be escorted and supervised at all times (with the exception of House Guest Passes). Sponsors are responsible for their guest's actions while on board the installation.

Proper Identification for DBIDS registration

*U.S. Citizens (one of the following is REQUIRED)*

1. Social Security Number
2. Taxpayer ID Number
3. Certificate of Naturalization

AND either

1. U.S. Passport with valid landing permission
2. Resident Card with valid visa and landing permission

*Japanese Nationals (one of the following is REQUIRED)*

1. Japanese Passport
2. Resident Card with picture
3. MyNumber card with picture
4. Japanese Driver's License with supplemental documents

*All Other Nationalities*

1. Passport with a valid landing permission

2. Resident Card with a valid visa and landing permission

**Note:** Guests who are processing a visa or who have a visa application in a pending status are not authorized to enter base. Please contact your guest's embassy or a Japanese Immigration office for more information.

### **Violation Policy**

1. Unescorted Guests. If "Escort Required" guests are found unescorted, for the first violation, the sponsor's escorting privileges for all passes will be suspended for 30-days and a second violation will result in a one year suspension. Installation access for the guest will be suspended until further notice. If the sponsor desires to appeal the suspension, the sponsor must send a written request to the FLEACT Yokosuka Legal Office explaining their circumstances.
2. Unescorted Designated Third Country Nation (DTCN) Guests. If DTCN guests are found unescorted, the sponsor's escorting privileges will be revoked immediately and installation access for the guest will be suspended until further notice.
3. Over Stay. If guests are found on the installation beyond the time allocated for their pass, the sponsor's escorting privileges for all passes will be suspended for 30-days and a second violation will result in a one year suspension. Installation access for the guest will be suspended until further notice.
4. Trespasser. If personnel enter the installation without proper authorization, the violator will be escorted off the installation by U.S. Naval Security Force members. If a sponsor is involved, their escorting privileges will be revoked immediately and installation access for the guest will be suspended until further notice.

5. Mutilated or Tampered Passes. Any passes issued by U.S. Fleet Activities (FLEACT) Yokosuka are prohibited from being mutilated or tampered with. The sponsor's escorting privileges will be revoked immediately and installation access for the guest will be suspended until further notice.
6. Personnel who attempt or admit to attempting to maliciously circumvent the escort privileges to include the maximum number of guests allotted, will have their escort privileges suspended for 30 days. All current passes under the sponsor will be terminated. Additionally, sponsoring commands will be notified of further administrative or legal actions.
  
7. Any violations of the guest policy will affect the violator, sponsor, and sponsor's dependents. A record of the violation will be kept on file for three years at Visitor Control Center (VCC).
  
8. Traffic Violations. Per reference (f), traffic violations resulting in a traffic citation issued by FLEACT Yokosuka Security Department are a basis for loss of driving and/or guest privileges. For guests, the first violation will result in suspension of driving privileges for 30 days and the second violation will result in suspension of base and driving privileges until further notice. Patrols must ensure the VCC is contacted when guests with a oneday vehicle pass receive a traffic violation. VCC personnel will annotate the suspensions under the guest's profile in DBIDS.

- **ID is not required for minors under 12 years old.**

**Note: Must be escorted by their parent, or approved guardian after 1700 hrs. Approved guardian must provide Guardian Agreement Form.**

- **Non- Japanese nationals must present Passport or Resident Card.**
- **US citizens must provide full SSN for DBIDS registration.**

[\*\*COMFLEACT YOKOSUKA INSTRUCTION 5530.9\*\*](#)

# Sample of Proper Identification for Guests

Must present one of the below listed official IDs:

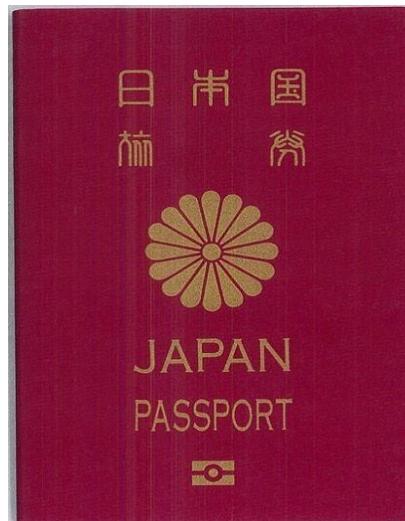
**My Number Card  
(Kojin Bango Card)  
Pictured Form Only**



**Japanese Driver's License  
Must have additional  
document  
See next page**



**Japan/Foreign  
Passport  
Valid visa required  
for non-Japanese**



**Resident Card  
Both visa and  
expiration date must  
be valid.**



**Special Resident  
Permanent Certificate**



# Supplements for Japanese Driver's License

**Basic Resident Registration Card  
(Jumin Kihon Daicho Card)**  
**Pictured Form Only**

**Address Certificate (Jumin-hyo)  
w/ Permanent Address (Honseki)**

**Valid until expiration date  
of the driver's license**

**Konseki Kojin-Jiko  
Shomeisho**

**Obtain after the driver's license  
issuance**  
**Valid until expiration date of  
the driver's license**

**Konseki Zenbu-Jiko  
Shomeisho**

**Obtain after the driver's  
license issuance**  
**Valid until expiration  
date of the driver's  
license**

**Kisai Inji-hyo**  
**Record on Driver's  
License**  
**Title must be 記載  
印字票**

**Honseki Kakunin-Yoshi**  
**Record on Driver's  
License**  
**Title must be  
本籍確認用紙**



**+** **One of six documents below**

**#1**



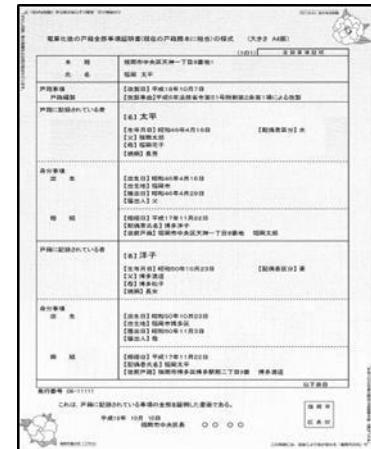
**#2**



**#3**



**#4**



**#5**



**#6**



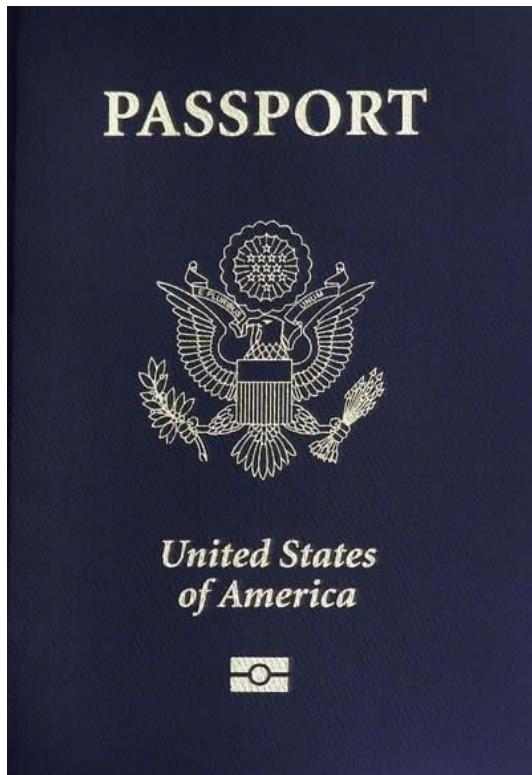
# PROPER ID'S FOR ONE DAY GUEST PASS

## (NON-JAPANESE NATIONALS)

Must present ONE of the below listed official IDs to obtain One Day Guest Pass:

## PASSPORT with Valid Visa Stamp

(US Citizens will need to provide SSN for DBIDS registration)



## Resident Card

