

House Guest Pass

When guests are staying in government housing (Towers or Townhouses), the Navy Lodge, Storks Nest or Bachelor Quarters for more than 72 hours, a House Guest pass is required in accordance with COMFLEACTINST 5530.9. House guest pass will be issued to guests whose sponsor is currently stationed at FLEACT, Yokosuka or currently under TAD/TDY orders.

- Bonafide guests in a tourist status (visa categories, temporary visit) or relatives living in Japan who are visiting military personnel on base may receive a House Guest Pass from the VCC to facilitate base access. The sponsor is responsible for the actions of guests. Improper behavior by the guest, or misuse of the House Guest Pass, will be sufficient cause for COMFLEACT Yokosuka or it's satellites to recall the pass. House Guest passes will be issued only for the duration of the intended visit and shall be limited to 60 days per guest per 365 day period beginning with the first pass issued. A 30 day extension can be requested through the Installation Security Officer and must be submitted a minimum of ten (10) days prior to the required date of the pass. Any sponsor requesting a House Guest pass must be occupying their residence during the time any approved temporary guests are occupying the home or place of residence.
- To request a House Guest Pass, the sponsor must provide a properly endorsed Installation Access Request and completed SECNAV Form 5512/1 (House Guest request packet) along with a copy of their passport to the VCC at least 10 business days prior to the guest's anticipated arrival OR 30 days prior to arrival for designated third country nationals. All guests must have a background check completed for a House Guest Pass. Upon arrival, the sponsor/spouse and guest will provide a passport with a valid Visa Stamp to prove bona fide temporary visit status in Japan.
- House Guest pass requests MUST be endorsed by the Housing Office if the sponsor lives in Military Family Housing. If guests are staying in the Navy Lodge or NGIS, the request must be endorsed by their receptionists.
- When picking up the House Guest Pass, the sponsor or spouse must accompany the guest(s). A copy of the Passport with a valid Visa stamp is made. The sponsor will read and sign the House Guest Pass.

Guest Pass Policy

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 one-day vehicle pass receive a traffic violation. VCC personnel will annotate the suspensions under the guest's profile in DBIDS.

[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**



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



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



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

- 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.



**Special Resident
Permanent Certificate**

Supplements for Japanese Driver's License

氏名: [Redacted] 昭和34年 7月15日生

住所: 岡崎市康生通南1丁目35番地2
交付: 平成24年 06月 25日 23250
平成29年08月15日まで有効

免許の条件等: 中型車は中型車(81)に限る
運転免許証

番号: 第 [Redacted] 号

取得: 昭和57年 10月 06日
更新: 昭和55年 08月 28日
再更新: 平成00年 00月 00日

+ One of six documents below

#1

住民基本台帳カード

△△市

2000年0月0日まで有効

住所: △△市△△区△△町2丁目2番1号

連絡先: △△市役所市民課 TEL: 123-456-7890

**Basic Resident
Registration Card
(Jumin Kihon Daicho Card)**

Pictured Form Only

#2

住民票

氏名: [Redacted] 昭和34年 7月15日生

住所: △△市△△区△△町2丁目2番1号

戸籍: △△市△△区△△町2丁目2番1号

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

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

#3

本籍: 岐阜県岐阜市北町2丁目2番地1

氏名: 北島 太郎

生年月日: 昭和50年10月10日

性別: 男

職業: [Redacted]

**Koseki Kojin-Jiko
Shomeisho**

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

#4

本籍: 岐阜県岐阜市北町2丁目2番地1

氏名: 北島 太郎

生年月日: 昭和50年10月10日

性別: 男

職業: [Redacted]

**Koseki Zenbu-Jiko
Shomeisho**

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

#5

記載印字票

免許証番号: 第3098[Redacted]号

交付年月日: 平成20年09月01日

照会番号: 73097

本籍: 岡山県 [Redacted]

Kisai Inji-hyo

**Record on Driver's
License**

**Title must be
記載印字票**

#6

本籍確認用紙

交付: [Redacted]

本籍: [Redacted]

**Honseki Kakunin-
Yoshi**

**Record on Driver's
License**

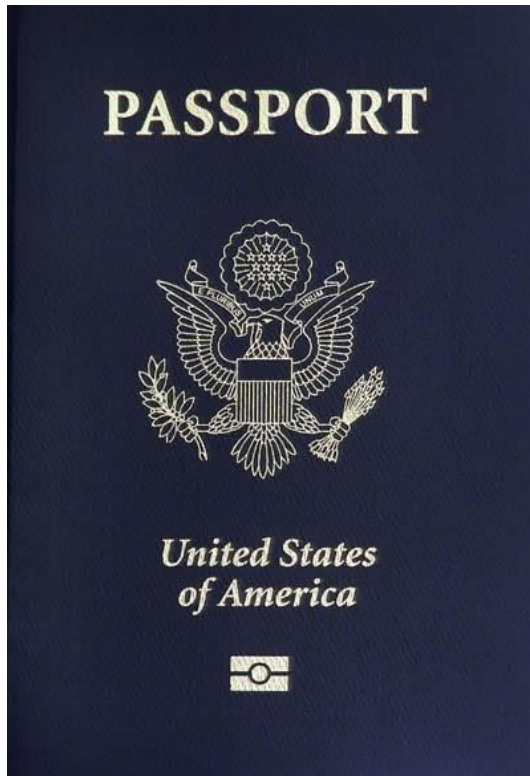
**Title must be
本籍確認用紙**

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



INSTALLATION ACCESS REQUEST FORM

*** Submit this request to VCC at least 30 DAYS prior to the guest's anticipated arrival for Designated Third Country Nationals and 10 business days prior to the expiration of the House Guest Pass for Extension Requests. ***

Section 1: Visitor Information

Last Name (姓)		First Name (名)			Middle Name (ミドルネーム)		
Date of Birth (生年月日)		Nationality/Citizenship (国籍)		ID Type (See Reverse)		ID Number (See Reverse)	
Height (身長)	Weight (体重)	Color of Eyes (目の色)		Color of Hair (髪の色)		Gender (性別)	
						Male <input type="checkbox"/>	Female <input type="checkbox"/>
Guest's Home Address (ゲストの住所)				Purpose of Visit (訪問の目的)		Relationship to sponsor (スポンサーとの関係)	

Section 2: Dates Requested

From	Year			Month		Day		To	Year			Month		Day	
	2	0							2	0					

Section 3: Time

From (Earliest Time)	To (Latest Time)
Remarks:	

Section 4: Sponsor Information

Last Name	First Name	Middle Name	Rate/Rank
Command Name		Work Phone Number	Home/Cell Phone Number

E-mail Address:	
Reason for Request for Extension	
Lodging for Guest while visiting	

Section 5: VCC (Extension Only)

Total number of Days

- a. I understand I am responsible for the actions of the above listed person while on the installation and for the return of the pass upon its expiration.
 b. I understand that all passes already received are included in the 60 days per 365 dayperiod.
 c. I will constantly escort my guest while on the installation, ifrequired.
 d. I understand that failure to do so will result in suspension of my and my guest'sprivileges.

Sponsor's Signature

NCIS FEFO Derogatory information reviewed, no further information to report (for Designated 3rd Country National Only)	Reviewed	<input type="checkbox"/>	Signature
Endorsement/Final Approval	Approved	Disapproved	Signature
Sponsor's Command (only required for official visitors)	<input type="checkbox"/>	<input type="checkbox"/>	
USNH/Stork's Nest (if applicable for Overnight Guest Only)	<input type="checkbox"/>	<input type="checkbox"/>	
Housing Director/Navy Lodge/NGIS (for House Guest Pass / Overnight Guest Only)	<input type="checkbox"/>	<input type="checkbox"/>	
VCC Supervisor	<input type="checkbox"/>	<input type="checkbox"/>	
Installation Security Officer	<input type="checkbox"/>	<input type="checkbox"/>	
Commander, FLEACT Yokosuka (if applicable)	<input type="checkbox"/>	<input type="checkbox"/>	

Section 6: Pass Type (Selected by Issuing authorities)

Check One:	Official <input type="checkbox"/>	Unofficial <input type="checkbox"/>
Check One:	Escort Only <input type="checkbox"/>	Unescorted <input type="checkbox"/>
Overnight Unescorted <input type="checkbox"/>	Overnight Escorted <input type="checkbox"/>	Third Country National Pass <input type="checkbox"/>

**FOR OFFICIAL USE ONLY - LAW ENFORCEMENT SENSITIVE
INSTALLATION ACCESS REQUEST FORM**

*** Submit this request to VCC at least 30 DAYS prior to the guest's anticipated arrival for Third Country Nationals and 10 business days prior to the expiration of the House Guest Pass for Extension Requests. ***

PRIVACY ACT STATEMENT:

AUTHORITY: 10 U.S.C. 5013, Secretary of the Navy; 10 U.S.C. 5041, Headquarters, Marine Corps; OPNAVINST 5530.14E, Navy Physical Security and Law Enforcement Program; Marine Corps Order P5530.14, Marine Corps Physical Security Program Manual; and E.O. 9397 (SSN), as amended.

PURPOSE(S): To control physical access to DoD, Department of the Navy (DON) or U.S. Marine Corps Installations/Units controlled information, installations, facilities, or areas over which DoD, DON or USMC has security responsibilities by identifying or verifying an individual through the use of biometric databases and associated data processing/information services for designated populations for purposes of protecting U.S./Coalition/allied government/ national security areas of responsibility and information; to issue badges, replace lost badges and retrieve passes upon separation; to maintain visitor statistics; collect information to adjudicate access to facility; and track the entry/exit times of personnel.

ROUTINE USE(S): To designated contractors, Federal agencies, and foreign governments for the purpose of granting Department of the Navy officials access to their facility.

DISCLOSURE: Providing registration information is voluntary. Failure to provide requested information may result in denial of access to benefits, privileges, and DoD installations, facilities and buildings.

By signing below, I understand my information will be safeguarded in accordance with the requirements of 5 U.S.C. 552a, DoDD 5200.27, DoDD 5400.11, DoD 5400.11-R, DoDI 5505.17, DoDI 5400.16, and Volume 4 of DoD Manual (DoDM) 5200.01

ID NUMBER: Following identification numbers categorized below are required for DBIDS enrollment.

ID Type for DBIDS enrollment	
U.S. Citizen	SSN or Certificate of Naturalization or Taxpayer IDNumber(ITIN)
Japanese National	My-Number or Driver's license (Supplemental Docs are required) Number or Passport Number
Other Third Country National	Resident card Number or Passport Number

I also understand that I may choose not to write my identification number on the form, but must provide the information to the Visitor Control Center for registration into the Defense Biometrics Identification System.

Visitor Signature/Date

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

PRIVACY ACT STATEMENT:

AUTHORITY: 10 U.S.C. 113, Secretary of Defense; DoD Directive 1000.25, DoD Personnel Identity Protection (PIP) Program; DoD Instruction 5200.08, Security of DoD Installations and Resources and the DoD Physical Security Review Board (PSRB); DoD 5200.08-R, Physical Security Program; DoD Directive 5200.27, Acquisition of Information Concerning Persons and Organizations not Affiliated with the Department of Defense (Exception to policy memos); Directive-Type Memorandum (DTM) 09-012, Interim Policy Guidance for DoD Physical Access Control; DTM 14-005, DoD Identity Management Capability Enterprise Services Application (IMESA) Access to FBI National Crime Information Center (NCIC) Files; and E.O. 9397 (SSN), as amended; OPNAVINST 5530.14E, Navy Physical Security and Law Enforcement Program; Marine Corps Order P5530.14, Marine Corps Physical Security Program Manual; SORN NM05512-2 Badge and Access Control System Records and DMDC 16, Identity Management Engine for Security and Analysis (IMESA): <http://dpcld.defense.gov/Privacy/SORNSIndex>

PURPOSE(S): To control physical access to Department of Defense (DoD), Department of the Navy (DON) or U.S. Marine Corps Installations/Units controlled information, installations, facilities, or areas over which DoD, DON, or U.S. Marine Corps has security responsibilities by identifying or verifying an individual through the use of biometric databases and associated data processing/information services for designated populations for purposes of protecting U.S./Coalition/allied government/national security areas of responsibility and information; to issue badges, replace lost badges, and retrieve passes upon separation; to maintain visitor statistics; collect information to adjudicate access to facility; and track the entry/exit times of personnel.

ROUTINE USE(S): To designated contractors, Federal agencies, and foreign governments for the purpose of granting Navy officials access to their facility.

DISCLOSURE: Providing registration information is voluntary. Failure to provide requested information may result in denial of access to benefits, privileges, and DoD installations, facilities and buildings.

IDENTITY PROOFING AND APPLICANT INFORMATION

1. LAST NAME:		2. FIRST NAME:		3. MIDDLE NAME:		4. NAME SUFFIX: <input type="checkbox"/> Jr. <input type="checkbox"/> Sr. <input type="checkbox"/> I <input type="checkbox"/> II <input type="checkbox"/> III <input type="checkbox"/> IV	
5. HISPANIC OR LATINO (Check one): <input type="checkbox"/> YES <input type="checkbox"/> NO		6. RACE (Check one or more): <input type="checkbox"/> WHITE <input type="checkbox"/> AFRICAN AMERICAN OR BLACK <input type="checkbox"/> ASIAN <input type="checkbox"/> AMERICAN INDIAN OR ALASKIN NATIVE <input type="checkbox"/> NATIVE HAWAIIAN OR OTHER PACIFIC ISLANDER					
7. GENDER (Check one): <input type="checkbox"/> MALE <input type="checkbox"/> FEMALE		8. DATE OF BIRTH:	9. CITY OF BIRTH:	10. STATE OF BIRTH:	11. BIRTH COUNTRY:		
12. US CITIZEN (Check): <input type="checkbox"/> YES <input type="checkbox"/> NO		13. DUAL CITIZENSHIP: <input type="checkbox"/> YES <input type="checkbox"/> NO CITIZENSHIP IF OTHER THAN US (Country) :					

U.S. Citizen Minimum Documentation Required:
 By Birth - Social Security No and/or State ID/Drivers License.
 Naturalized - Certification Number, Petition Number, Date, Place and Court, United States passport number, Social Security No and/or State ID/Drivers License.
 Derived - Parent's certification number, Social Security No and/or State ID/Drivers License.
Alien Minimum Documentation Required:
 Registration Number, Expiration date, Date of entry, Port of entry.

14. IDENTITY SOURCE DOCUMENTS PRESENTED:	15. DOCUMENT NUMBER:	16. ISSUED BY STATE/COURT:	17. ISSUED BY COUNTRY:	18. ISSUED:	19. EXPIRES:
<input type="checkbox"/> Social Security No.			United States		
<input type="checkbox"/> State ID/Drivers License			United States		
<input type="checkbox"/> Passport No.					
<input type="checkbox"/> Certification Number and Petition Number					
<input type="checkbox"/> Derived - Parent's Certification Number:			United States		
<input type="checkbox"/> Alien Registration No.			United States		
Date of Entry:			Port of Entry:		

OTHER APPROVED IDENTITY SOURCE DOCUMENTS:

<input type="checkbox"/>					
<input type="checkbox"/>					

20. WEIGHT (Pounds):	21. HEIGHT (Inches):	22. HAIR COLOR (Check one): <input type="checkbox"/> Blond <input type="checkbox"/> Brown <input type="checkbox"/> Black <input type="checkbox"/> Gray <input type="checkbox"/> Red <input type="checkbox"/> White <input type="checkbox"/> Silver <input type="checkbox"/> Auburn <input type="checkbox"/> Bald			23. EYE COLOR (Check one): <input type="checkbox"/> Brown <input type="checkbox"/> Green <input type="checkbox"/> Blue <input type="checkbox"/> Hazel <input type="checkbox"/> Black <input type="checkbox"/> Gray <input type="checkbox"/> Violet <input type="checkbox"/> Unknown		
24. HOME ADDRESS (Include city, state, zip code):				HOME PHONE (Include Area Code):			
25. BASE SPONSOR'S NAME:				SPONSOR PHONE (Include Area Code):			

EMPLOYMENT ACTIVITY INFORMATION			
26. EMPLOYER NAME AND ADDRESS (Include city/state/zip code):		EMPLOYER PHONE (Include Area Code):	
27. SUPERVISOR NAME AND ADDRESS (Include city/state/zip code):		SUPERVISOR PHONE (Include Area Code):	
28. Check the applicable box for WORK HOURS box or check the OTHER box and enter the work hours, then check the applicable for WORK DAYS:			
WORK HOURS: <input type="checkbox"/> 0600-1800 <input type="checkbox"/> 0800-1700 <input type="checkbox"/> OTHER _____ WORK DAYS: <input type="checkbox"/> SN <input type="checkbox"/> M <input type="checkbox"/> T <input type="checkbox"/> W <input type="checkbox"/> TH <input type="checkbox"/> F <input type="checkbox"/> ST			
PRIOR FELONY CONVICTIONS			
29. Have you ever been convicted of a Felony? <input type="checkbox"/> YES <input type="checkbox"/> NO _____ Initial			
REQUIREMENT TO RETURN LOCAL POPULATION ID CARD			
30. I understand that I am required to return my Local Population Identification Card to the Base Pass Office when it expires or if my employment is terminated for any reason. _____ (initial)			
AUTHORIZATION AND RELEASE AND CERTIFICATION			
31. I hereby authorize the DOD/DON and other authorized Federal agencies to obtain any information required from the Federal government and/or state agencies, including but not limited to, the Federal Bureau of Investigation (FBI), the Defense Security Service (DSS), the U.S. Department of Homeland Security (DHS). I have been notified of DON right to perform minimal vetting and fitness determination as a condition of access to DON installation/facilities. I understand that I may request a record identifier; the source of the record and that I may obtain records from the State Law Enforcement Office as may be available to me under the law. I also understand that this information will be treated as privileged and confidential information. I release any individual, including records custodians, any component of the U.S. Government or the individual State Criminal History Repository supplying information, from all liability for damages that may result on account of compliance, or any attempts to comply with this authorization. This release is binding, now and in the future, on my heirs, assigns, associates, and personal representative(s) of any nature. Copies of this authorization that show my signature are as valid as the original release signed by me. FALSE STATEMENTS ARE PUNISHABLE BY LAW AND COULD RESULT IN FINES AND/OR IMPRISONMENT UP TO FIVE YEARS. BEFORE SIGNING THIS FORM, REVIEW IT CAREFULLY TO MAKE SURE YOU HAVE ANSWERED ALL QUESTIONS FULLY AND CORRECTLY. I DECLARE UNDER PENALTY OF PERJURY THAT THE STATEMENTS MADE BY ME ON THIS FORM ARE TRUE, COMPLETE AND CORECT DATE _____ SIGNATURE _____ FINAL DETERMINATION ON YOUR ACCESS: The Base Commanding Officer has final authority for determination on granting physical access to DON controlled installations/facilities under his/her jurisdiction.			
BELOW COMPLETED BY BASE REGISTRAR PERSON CONDUCTING IDENTITY PROOFING and NCIC CHECK			
32. INFORMATION VERIFIED BY:	33. ENTERED IN C/S SYSTEM BY:	34. PASS ISSUE DATE:	35. PASS EXPIRATION DATE:
36. NCIC CHECK PERFORMED BY:	37. RESULTS OF NCIC CHECK: <input type="checkbox"/> NO RECORDS <input type="checkbox"/> RECORD IDENTIFIER RECORD NUMBER: _____		38. RESULTS OF LOCAL RECORDS CHECK: <input type="checkbox"/> NO RECORDS <input type="checkbox"/> RECORD IDENTIFIER RECORD NUMBER: _____
Office of Under Secretary of Defense Directive-Type Memorandum (DTM) 09-012, "Interim Policy Guidance for DoD Physical Access Control," December 8, 2009. DTM 09-012 requires that DoD installation government representatives query the National Crime Information Center (NCIC) and Terrorist Screening Database to vet the claimed identity and to determine the fitness of non-federal government and non-DoD-issued card holders (i.e. visitors) who are requesting unescorted access to a DoD installation. The minimum criteria to determine the fitness of a visitor is: 1) not on a terrorist watch list; 2) not on an DoD installation debarment list; and 3) not on a FBI National Criminal Information Center (NCIC) felony wants and warrants list. Additionally, SECNAV Memo, Policy for Sex Offender Tracking and Assignment and Access Restrictions within the Department of the Navy, of 7 Oct 08 and OPNAVINST 1752.3 established the Navy's policy on sex offenders, requiring Region Commanders (REGCOMs) and Installation Commanding Officers (COs) to prohibit sex offender access to DoN facilities and Navy owned, leased or PPV housing. This form describes the authority and purpose to collect and share the required information; and identifies the applicant/visitor and sponsor; and authorizes the DoD to perform the minimum vetting and fitness determination criteria. A favorable response on the vetting and fitness determination is required to receive access to DOD-controlled installation/facilities.			

Instruction for completing the Local Population Access Registration Form

INSTRUCTIONS: Please complete all information in black ink (printed) or by typing. By voluntarily providing your Personal Information, you agree to the following terms and restrictions:

RESTRICTIONS: Local Population Identification Card/Base Access Pass may only be used by person to whom they are issued and for the specific business/purpose issued. Applicants are reminded that soliciting (i.e., door-to-door sales) is prohibited on the base, and that such activity is grounds for cancellation of the Pass. Additionally, such action may result in debarment from the base and legal action. The Base Commanding Officer has discretion over specifying the period of validity for any Local Population ID Cards/Base Access Passes that are issued under his/her jurisdiction. Review the Privacy At Statement that is printed at the top of the form

<p>Block 1: Enter the Last Name. Block 2: Enter the First Name. Block 3: Enter the Middle Name. Block 4: If applicable, check the box for Name Suffix. Block 5: Check the applicable box for Hispanic or Latino. Block 6: Check the applicable box for Race. Block 7: Check the applicable box for Gender. Block 8: Enter Date of Birth. Block 9: Enter City of Birth. Block 10: Enter State of Birth. Block 11: Enter Country of Birth. Block 12: Check the applicable box for US Citizenship. Block 13: If not a US Citizen, enter the name of the Country of Citizenship. Block 14: Two forms of identity source documents from the list of acceptable documents listed below must be presented to the base registrar with this completed form. Check the box for the type of Documents that will be presented for identity proofing. If the document type is not listed, use the two rows under Other Approved Identity Source Documents to enter the type of document(s) that you will present. Block 15: Enter the Document Number located on the Identity Proofing Source document that was checked in Block 14. Block 16: Enter the State that issued the Identity Source Document. Block 17: Enter the Country that issued the Identity Source Document.</p>	<p>Block 18: Enter the Date that the Identity Source Document was issued. Block 19: Enter the Date that the Identity Source Document will expire. Block 20: Enter Weight in pounds. Block 21: Enter Height in inches. Block 22: Check the applicable box for Hair Color. Block 23: Check the applicable box for Eye Color. Block 24: Enter Home Address Including City, State, Zip Code, and Home Telephone Number. Block 25: Enter Name of Registrant's Base Sponsor and Base Sponsor's Telephone Number. Block 26: Enter Employer Name and address including City, State, Zip Code, and Employer's Telephone Number. Block 27: Enter Supervisor's Name including City, State, Zip Code, and Supervisor's Telephone Number. Block 28: Check the applicable box for Work Hours box or check the OTHER box and enter the work hours, then check applicable boxes for Work Days. Block 28: Check the applicable answer if you have been convicted of Felony and enter initials. Block 29: Check the applicable box for felony conviction. Block 30: Enter initials to accept terms for returning Local Population Identification Card. Block 31: Sign and date the form to attest that the foregoing information is true and complete to best of your knowledge.</p>
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LIST OF ACCEPTABLE DOCUMENTS - All documents must not be expired.
 Must present one selection from List A or a combination of one selection from List B and one selection from List C.

List A - Documents that Establish Identity and Employment Authorization	OR	List B - Documents that Establish Identity	AND	List C - Documents that Establish Employment Authorization
<p>1. U.S. Passport or U.S. Passport Card. 2. Permanent Resident Card or Alien Registration Receipt Card (Form I-551). 3. Foreign passport that contains a temporary I-551 stamp or temporary I-551 printed notation on a machine-readable immigrant visa. 4. Employment Authorization Document that contains a photograph (Form I-766). 5. For a nonimmigrant alien authorized to work for a specific employer because of his or her status: a. Foreign Passport; and b. Form I-94 or Form I-94A that has the following: (1) The same name as the passport; and (2) An endorsement of the alien's nonimmigrant status as long as that period of endorsement has not yet expired and the proposed employment is not in conflict with and restrictions or limitations identified on form. 6. Passport from the Federal States of Micronesia (FSM) or the Republic of the Marshal Islands (RM) with Form I-94 or Form I-94A indicating nonimmigrant admission under the Compact of Free Association Between the United States and FSM or RM.</p>		<p>1. Driver's license or ID card issued by a State or outlying possession of the United States provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address. 2. ID card issued by federal, state or local government agencies or entities, provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address. 3. School ID card with a photograph 4. Voter's registration card. 5. U.S. Military card or draft record. 6. Military dependent's ID card. 7. U.S. Coast Guard Merchant Mariner Card. 8. Native American tribal document. 9. Driver's license issued by a Canadian government authority. For persons under age 18 who are unable to present a document listed above: 10. School record or report card. 11. Clinic, doctor, or hospital record. 12. Day-care or nursery school record.</p>		<p>1. A Social Security Account Number card, unless the card includes one of the following restrictions: (1) NOT VALID FOR EMPLOYMENT (2) VALID FOR WORK ONLY WITH INS AUTHORIZATION. (3) VALID FOR WORK ONLY WITH DHS AUTHORIZATION. 2. Certification of Birth Abroad issued by the Department of State (Form FS-545). 3. Certification of Birth issued by the Department of State (Form DS-1360). 4. Original or certified copy of birth certificate issued by a State, county, municipal authority or territory of the United States bearing an official seal. 5. Native American tribal document. 6. U.S. Citizen ID Card (Form I-197). 7. Identification Card for Use of Resident Citizen in the United States (Form I-179). 8. Employment authorization document issued by the Department of Homeland Security.</p>

The remainder of the form will be completed by the Base Registrar Person conducting Identify Proofing process and NCIC check.

AGENCY DISCLOSURE STATEMENT:

The public reporting burden for this collection of information is estimated to average 10 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing the burden, to the Department of Defense, Washington Headquarters Services, Executive Services Directorate, Directives Division, 4800 Mark Center Drive, East Tower, Suite 03F09, Alexandria, VA 22350-3100 OMB 0703-0061. Respondents should be aware that notwithstanding any other provision of law, no person shall be subject to any penalty for failing to comply with a collection of information if it does not display a currently valid OMB control number.

PLEASE DO NOT RETURN RESPONSE TO THE ABOVE ADDRESS.

Responses should be sent to the Base Registrar.