SPECIAL BASE ACCESS REQUESTS

***ALL BASE PASS REQUESTS MUST BE RECEIVED IN FULL ALONG WITH A COMPLETED FORM 5512 FOR EACH GUEST BY 05 OCTOBER.* NO booth refunds or date exceptions will be made.**

**PLEASE NOTE!!** As of 01 July 2018, the protocol for base passes has changed. In addition to our required Special Base Access request form, all requesting guests must now fill out ALL relevant sections of SECNAV 5512-1 and provide signatures and initials where needed. Each guest(s) can print the form and fill in the information by hand OR type in the information electronically. With either method, the form MUST have the required initials and signature section FULLY completed with each guest(s) physical initials and signatures. Requests will NOT be accepted if there is any information missing. NOTE: If there is any information/initials/signatures missing, you and your guest(s) may not receive passes for the day of the event. ALL BASE PASS REQUESTS MUST BE RECEIVED IN FULL ALONG WITH A COMPLETED FORM 5512 FOR EACH GUEST BY 05 OCTOBER. Absolutely NO booth refunds or date exceptions will be made. There is more detailed information about the proper way to fill out the new form 5512 on the first page of the application. Remember!! You must fill out our Special Base Access request form included with the application ALONG form 5512.

**Base Access Information: All vendors (including all passengers) 16 & over requiring base access (NOT authorized to access the base) MUST be listed below. Please print clearly!!!!! REMEMBER: YOU MUST ALSO SUBMIT A FULLY COMPLETED SECNAV 5512-1 form for EVERY person you list below for base access.**

1. First Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_­­­­­\_\_\_\_\_\_\_Middle Initial\_\_\_ Last Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Last 4 of SSN \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Birth Date \_\_\_\_\_\_\_\_\_Place of Birth\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Gender \_\_\_\_

Mailing Address­­­­­­­­­­­­­­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Last 4 of SSN \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Birth Date \_\_\_\_\_\_\_\_\_Place of Birth\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Gender \_\_\_\_

Mailing Address­­­­­­­­­­­­­­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Last 4 of SSN \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Birth Date \_\_\_\_\_\_\_\_\_Place of Birth\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Gender \_\_\_\_

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**Approved applicants will have their passes emailed to them.**

**Please provide a valid email address on page 1 of application.**

**It is *your* responsibility to print the passes and bring them with you on the day of the event.**

**All vehicle occupants, over the age of 15 (16 or over), MUST have a government issued identification card to be accompanied with their approved pass.**

**Mail to: JOINT BASE PEARL HARBOR-HICKAM**

**MWR ARTS AND CRAFTS CENTER**

**810 WILLAMETTE STREET**

**JBPHH, HI 96860**

***Any payments can be made payable to: HAFB MWR 1163 Arts and Crafts***

For Information call (808)-448-2392/2393 or email tori.smith@navy.mil or donna.sommer@navy.mil