

NAVAL BASE KITSAP VISITOR CONTROL CENTER

All requests must have **SECNAV 5512** filled out and processed before requests.

(Exception are Active-Duty Military and dependents, Common Access Card holders)

Personnel Type	Request(s)	Required Item(s)
Civilian (Contractor/DOD/Retiree)	<u>Waiver Request:</u> Personnel requesting work have one or more of the following: <ul style="list-style-type: none"> - Felony arrest(s) with conviction(s) that are less than 10 years old. - Felony charges less than 10 years old with unknown severity or disposition. 	<ul style="list-style-type: none"> • Letter of Justification (Company required to provide on company letter head) • Letter of recommendation • Court documentation • Failed Background Check (VCC will provide this)
	<u>TWIC Card Registration</u> Allows truck drivers to enter base without daily pass or DBIDs (Not allowed onto lower base or Shipyard)	<ul style="list-style-type: none"> • Proof of Identification • Proof of US Citizenship • Unexpired TWIC Card <p>*Bill of Lading required to enter base</p>
	<u>Delivery Driver Pass:</u> Delivery drivers without proper badging are eligible for a daily pass to enter base. (This is for drivers who do not have base sponsors)	<ul style="list-style-type: none"> • Proof of Identification • Proof of US Citizenship • Bill of Lading
	<u>Retired Civilian Card:</u> Allow retirees to enter Naval Base Kitsap (with limitations)	<ul style="list-style-type: none"> • Proof of Identification • Proof of US Citizenship • Final SF-50 (states "Voluntarily Retired")
	<u>Food Delivery/Pick-Up Services DBIDS</u> Allow food delivery drivers and Pick up Services of certain companies to access the base for deliveries only.	<ul style="list-style-type: none"> • Proof of Identification • Proof of US Citizenship • DBIDS request submission (before eligible to pick up)
Military (Active-Duty/Veterans/Retiree/Dependents)	<u>VHIC Registration:</u> (Veteran's Health Identification Card) Card Holders are allowed to register cards to enter base for use of the: <ul style="list-style-type: none"> - Commissary - Navy Exchange <p>*Access limited to three years or until card expires.</p>	<ul style="list-style-type: none"> • Proof of Identification • Proof of US Citizenship • Unexpired VHIC Card (Must State "Service Connected, Purple heart, medal of honor, or prisoner of war")
	<u>Veteran Family Member Daily Pass</u> VHIC Card holders are allowed to bring up to six immediate family members onto base with a daily pass.	<ul style="list-style-type: none"> • Proof of Identification • Proof of US Citizenship • Unexpired VHIC Card (Must be registered to Naval Baser Kitsap before entrance)
	<u>Letter Of Assist</u> Non-affiliated family members acting in the capacity as parents of dependent children.	<ul style="list-style-type: none"> • Proof of Identification • Proof of US Citizenship • Letter of Assist filled out • Copy of Parent Plan (if applicable) • Copy of Divorce Decree (if applicable) • Medical note from health care provider (If over 18 y.o)

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Military and Civilian	<u>Authorized Agent:</u> Letters issued to individual(s) acting on behalf of the authorized sponsor or dependent due to - Navy Exchange - Commissary - Naval Hospital/Appointments	<ul style="list-style-type: none">• Proof of Identification• Proof of US Citizenship• Sponsor request letter• Letter of Authorized Agent• Parenting Plan (Required for under the age of 18)• Medical note stating the needs and/or limitations, From Health Care provider (If over 18 y.o.)• Power of Attorney (If over 18 y.o.)
	<u>Exception to Policy:</u> Personnel requiring access to - pickup and drop-off children from CDC - Postpartum care - Doula - Etc.	<ul style="list-style-type: none">• Proof of Identification• Proof of US Citizenship• Exception to Policy Letter (filled out)• CDC Enrollment• Parenting Plan• Doula/Postpartum Contract• Caregiver Contract

Foreign National	<u>Unofficial Foreign National Visit</u> Foreign National family members of sponsors requesting to visit naval base, can be granted up to six 14 day passes. MUST GO TO PASS & ID	<ul style="list-style-type: none">• Foreign Passport• ICE investigation before base access may be granted (VCC will complete this upon arrival)
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Badging

First time issuance **REQUIRED** to fill out **SECNAV 5512** and have processed before badges are issued.

(DBIDS Exceptions are Active-Duty Military)

(PSNS NAVSEA Badge Exceptions are Common Access Card Holders)

<u>DBIDS/PAC DBIDS</u> Bangor, Keyport, badging to access lower base and building. All Naval Base Kitsap VCCs are allowed to issue	<u>PSNS NAVSEA BADGE</u> Bremerton Shipyard Badging to access areas within the Shipyard. Bremerton VCC only allowed to Issue	<u>REQUIRED ITEMS FOR BADGING</u> - Proof of Citizenship - Proof of Identification
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Bangor Visitor Control Center 1035 Trident Ave Silverdale, WA 98315 Hours of Operation 0700-1520 Phone Number(s) 360-396-1055 360-396-4665	Bremerton Visitor Control Center 981 Charleston Blvd. Bremerton, WA 98312 Hours of Operation 0700 -1520 Phone Number(s) 360-476-4884 360-476-2192 360-476-4882 360-476-4883	Keyport Visitor Control Center 610 Dowell Street Keyport, WA 98345 Hours of Operation: 0700-1520 Phone Number: 360-396-2585
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