

# 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"> <li>- Felony arrest(s) with conviction(s) that are less than 10 years old.</li> <li>- Felony charges less than 10 years old with unknown severity or disposition.</li> </ul>	<ul style="list-style-type: none"> <li>• Letter of Justification (Company required to provide on company letter head)</li> <li>• Letter of recommendation</li> <li>• Court documentation</li> <li>• Failed Background Check (VCC will provide this)</li> </ul>
	<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"> <li>• Proof of Identification</li> <li>• Proof of US Citizenship</li> <li>• Unexpired TWIC Card</li> </ul> *Bill of Lading required to enter base
	<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"> <li>• Proof of Identification</li> <li>• Proof of US Citizenship</li> <li>• Bill of Lading</li> </ul>
	<u>Retired Civilian Card:</u> Allow retirees to enter Naval Base Kitsap (with limitations)	<ul style="list-style-type: none"> <li>• Proof of Identification</li> <li>• Proof of US Citizenship</li> <li>• Final SF-50 (states "Voluntarily Retired")</li> </ul>
	<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"> <li>• Proof of Identification</li> <li>• Proof of US Citizenship</li> <li>• DBIDS request submission (before eligible to pick up)</li> </ul>
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"> <li>- Commissary</li> <li>- Navy Exchange</li> </ul> *Access limited to three years or until card expires.	<ul style="list-style-type: none"> <li>• Proof of Identification</li> <li>• Proof of US Citizenship</li> <li>• Unexpired VHIC Card (Must State "Service Connected, Purple heart, medal of honor, or prisoner of war")</li> </ul>
	<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"> <li>• Proof of Identification</li> <li>• Proof of US Citizenship</li> <li>• Unexpired VHIC Card (Must be registered to Naval Baser Kitsap before entrance)</li> </ul>
	<u>Letter Of Assist</u> Non-affiliated family members acting in the capacity as parents of dependent children.	<ul style="list-style-type: none"> <li>• Proof of Identification</li> <li>• Proof of US Citizenship</li> <li>• Letter of Assist filled out</li> <li>• Copy of Parent Plan (if applicable)</li> <li>• Copy of Divorce Decree (if applicable)</li> <li>• Medical note from health care provider (If over 18 y.o)</li> </ul>

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Military and Civilian	<b><u>Authorized Agent:</u></b> Letters issued to individual(s) acting on behalf of the authorized sponsor or dependent due to <ul style="list-style-type: none"> <li>- Navy Exchange</li> <li>- Commissary</li> <li>- Naval Hospital/Appointments</li> </ul>	<ul style="list-style-type: none"> <li>• Proof of Identification</li> <li>• Proof of US Citizenship</li> <li>• Sponsor request letter</li> <li>• Letter of Authorized Agent</li> <li>• Parenting Plan (Required for under the age of 18)</li> <li>• Medical note stating the needs and/or limitations, From Health Care provider (If over 18 y.o.)</li> <li>• Power of Attorney (If over 18 y.o.)</li> </ul>
	<b><u>Exception to Policy:</u></b> Personnel requiring access to <ul style="list-style-type: none"> <li>- pickup and drop-off children from CDC</li> <li>- Postpartum care</li> <li>- Doula</li> <li>- Etc.</li> </ul>	<ul style="list-style-type: none"> <li>• Proof of Identification</li> <li>• Proof of US Citizenship</li> <li>• Exception to Policy Letter (filled out)</li> <li>• CDC Enrollment</li> <li>• Parenting Plan</li> <li>• Doula/Postpartum Contract</li> <li>• Caregiver Contract</li> </ul>
Foreign National	<b><u>Unofficial Foreign National Visit</u></b> Foreign National family members of sponsors requesting to visit naval base, can be granted up to six 14 day passes. <b><u>MUST GO TO PASS &amp; ID</u></b>	<ul style="list-style-type: none"> <li>• Foreign Passport</li> <li>• ICE investigation before base access may be granted (VCC will complete this upon arrival)</li> </ul>
<p align="center"><b>Badging</b></p> <p>First time issuance <b><u>REQUIRED</u></b> to fill out <b>SECNAV 5512</b> and have processed before badges are issued.  <b>(DBIDS Exceptions are Active-Duty Military)</b>  <b>(PSNS NAVSEA Badge Exceptions are Common Access Card Holders)</b></p>		
<b><u>DBIDS/PAC DBIDS</u></b> Bangor, Keyport, badging to access lower base and building. <b>All Naval Base Kitsap VCCs are allowed to issue</b>	<b><u>PSNS NAVSEA BADGE</u></b> Bremerton Shipyard Badging to access areas within the Shipyard. <b>Bremerton VCC only allowed to Issue</b>	<b><u>REQUIRED ITEMS FOR BADGING</u></b> <ul style="list-style-type: none"> <li>- Proof of Citizenship</li> <li>- Proof of Identification</li> </ul>

<b>Bangor Visitor Control Center</b> 1035 Trident Ave Silverdale, WA 98315 Hours of Operation 0700-1520 <b><u>Phone Number(s)</u></b> 360-396-1055 360-396-4665	<b>Bremerton Visitor Control Center</b> 981 Charleston Blvd. Bremerton, WA 98312 Hours of Operation 0700 -1520 <b><u>Phone Number(s)</u></b> 360-476-4884 360-476-2192 360-476-4882 360-476-4883	<b>Keyport Visitor Control Center</b> 610 Dowell Street Keyport, WA 98345 Hours of Operation: 0700-1520 <b><u>Phone Number:</u></b> 360-396-2585
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