

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 • Letter of recommendation • Court documentation if provided by customer • 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 US Citizenship • Unexpired TWIC Card *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"> • Real ID Compliant 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"> • Real ID Compliant Proof of Identification • Proof of US Citizenship • Final SF-50 (states "Voluntarily Retired") Background check performed at the VCC
	<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"> • Real ID Compliant Proof of Identification • Proof of US Citizenship • Approved BAVR request
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 *Access limited to three years or until card expires.	<ul style="list-style-type: none"> • 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"> • Real ID Compliant Proof of Identification • Proof of US Citizenship • Unexpired VHIC Card (Must be enrolled at Naval Base Kitsap before entrance)

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<p>All letters are situational based on circumstances.</p>	<p><u>Letter Of Assist</u> Non-affiliated family members acting in the capacity as parents of dependent children.</p>	<ul style="list-style-type: none"> • Real ID Compliant 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)
<p>Military and Civilian</p>	<p><u>Authorized Agent:</u> Letters issued to individual(s) acting on behalf of the authorized sponsor or dependent due to</p> <ul style="list-style-type: none"> - Navy Exchange - Commissary - Naval Hospital/Appointments 	<ul style="list-style-type: none"> • Real ID Compliant 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.)
	<p><u>Exception to Policy:</u> Personnel requiring access to</p> <ul style="list-style-type: none"> - pickup and drop-off children from CDC - Postpartum care - Doula - Etc. 	<ul style="list-style-type: none"> • Real ID Compliant Proof of Identification • Proof of US Citizenship • Exception to Policy Letter (filled out) • CDC Enrollment • Parenting Plan • Doula/Postpartum Contract • Caregiver Contract
<p>Foreign National LPR (Permanent Resident)</p>	<p><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. <u>MUST GO TO PASS & ID</u></p>	<ul style="list-style-type: none"> • Foreign Passport • ICE investigation before base access may be granted (VCC will complete this upon arrival) LPR card if applicable
<p>Badging Every credential pickup without a CAC for the same affiliation is <u>REQUIRED</u> 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)</p>		
<p><u>DBIDS/PAC DBIDS</u> Bangor, Keyport, badging to access lower base and building. All Naval Base Kitsap VCCs are allowed to issue</p>	<p><u>PSNS NAVSEA BADGE</u> Bremerton Shipyard Badging to access areas within the Shipyard. Bremerton VCC only allowed to Issue</p>	<p><u>REQUIRED ITEMS FOR BADGING</u></p> <ul style="list-style-type: none"> - Proof of Citizenship - Real ID Compliant Proof of Identification CAC if applicable

LAST CUSTOMER TAKEN AT 1500 FOR BADGING

<p>Bangor Visitor Control Center 1035 Trident Ave</p>	<p>Bremerton Visitor Control Center 981 Charleston Blvd.</p>	<p>Keyport Visitor Control Center 610 Dowell Street</p>
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<p>Silverdale, WA 98315 Hours of Operation 0700-1520 <u>Phone Number(s)</u> 360-396-4665 360-396-0162</p>	<p>Bremerton, WA 98312 Hours of Operation 0700 -1520 <u>Phone Number(s)</u> 360-476-4882 360-476-4883 360-476-4414</p>	<p>Keyport, WA 98345 Hours of Operation: 0700-1520 <u>Phone Number:</u> 360-396-2585</p>
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