

**PROVOST MARSHAL'S OFFICE - MARINE CORPS BASE – CAMP PENDLETON, CALIFORNIA  
COMPANY SPONSORSHIP ADDENDUM**

As an authorized representative of your company, you are acting as an authority within your organization who is responsible for the sponsorship of individuals requesting access to MCB Camp Pendleton for work purposes. As an authorized representative, you are responsible for the following with regard to installation access:

By signing below, I acknowledge:

\_\_\_\_\_ Sponsoring an employee/subcontractor for access.  
 (initial) \* Sponsorship requests must be submitted via the approved **company email** on the *DBIDS Sponsored Employee* form.  
 \* Incomplete forms will be rejected and resubmission required.

\_\_\_\_\_ Revoking the pass of an employee/subcontractor who has been terminated.  
 (initial) \* You **MUST** notify the MCB Camp Pendleton Access Control office **via email** within 24 hours of an employee termination and attempt to recover the credential for destruction.

\_\_\_\_\_ Requesting a replacement pass for an employee.  
 (initial) \* You may request a replacement credential via your **company email** address – verbal requests will not be accepted.

\_\_\_\_\_ Removing and/or updating company point of contacts.  
 (initial) \* Changes to approved company point of contacts must be submitted **via email** on the *Approved Company Points of Contact* form by someone already on the approved list.

ID Requirements for DBIDS Pass Issuance:

|                        |  |   |
|------------------------|--|---|
| Real ID?<br><b>Yes</b> | U.S. Citizen or Naturalized?<br><b>Yes</b> | No additional ID required.  |
| Real ID?<br><b>No</b>  | U.S. Citizen or Naturalized?<br><b>Yes</b> | Must present Passport, Naturalization Papers, or Social Security Card <b>AND</b> Birth Certificate. |
| Real ID?<br><b>Yes</b> | U.S. Citizen or Naturalized?<br><b>No</b>  | Must present Resident Alien Card or Employment Authorization Document.                              |
| Real ID?<br><b>No</b>  | U.S. Citizen or Naturalized?<br><b>No</b>  | Must present Resident Alien Card or Employment Authorization Document.                              |

Company Name \_\_\_\_\_

First Name \_\_\_\_\_ M.I. \_\_\_\_\_ Last Name \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_