

Installation Requirements for Access and Pass Issuance Requirements

Contractor Security Section

Building 41501T (adjacent to the Las Pulgas Gate)

(Revised 9/15/2020)

The Contractor Security Section primarily services contractors and other types of personnel engaging in work on base.

Sponsors

Government employees (CAC holders) are **only** required to submit a completed *MCB Camp Pendleton Sponsored Employee Roster*. This form takes the place of sponsors letters previously issued for access requests. No other forms are required. Sponsors must allow a **MINIMUM of four business days** for requests to be processed.

Organizations/companies/individuals (not to include government employees) who are authorized to sponsor must have the following documents submitted to and approved by the Contractor Security Section **BEFORE** submitting a sponsorship request.

- *MCB Camp Pendleton Approved Company Points of Contact* – must be submitted in Excel format
- *Company POC Sponsorship Addendum* – a signed copy is required for each approved company point of contact listed

Once approved, sponsors must submit a completed *MCB Camp Pendleton Sponsored Employee Roster*. Sponsors must allow a **MINIMUM of four business days** for requests to be processed.

Sponsor letters are no longer valid and will not be accepted for sponsorship purposes. There are no exceptions.

Applicants

To apply for a pass, the applicant must present the following documentation:

- Completed SECNAV Form 5512/1
 - Must be legible and accurate
- Government Issued Identity Document with Photograph
 - Must be issued by a Federal or State entity
 - Must be valid (not expired)
 - Non US citizens must also present a Permanent Resident Card (I-551), passport with proper stamps/visa, or other documentation that demonstrates the holder is legally present in the United States.

Real ID Requirements

If an individual has a driver's license/state identification card marked not valid for federal purposes, federal limits apply, or any similar language, in addition to that identity document, he/she must present an *unexpired* passport OR original Social Security Card AND County issued Birth Certificate.

Before visiting the Contractor Security Section, individuals requiring access are encouraged to confirm with the sponsor that a sponsorship request has been submitted prior to their arrival. Individuals whose sponsorship cannot be confirmed will be denied entry until sponsorship is validated.

DBIDS credentials may be issued for up to one year. Passes will not be issued beyond the effective contract dates. Individuals who are not legally present in the United States are prohibited from entry and will not be issued a pass for entry.

It is the responsibility of the individual to have the documents necessary to obtain a pass. If all required documents are not presented, a pass will not be issued. Contact your base sponsor with questions.