



JOINT BASE PEARL HARBOR-HICKAM, HAWAII

**SHORT TERM VISITOR PASS (1-30 DAYS) CHECKLIST**

**SPONSOR MUST COMPLETELY FILL OUT BELOW CHECKLIST PRIOR TO TURNING IN**

<b><u>ITEM NUMBER</u></b>	<b><u>ITEM</u></b>	<b><u>SPONSOR INITIALS</u></b>	<b><u>CLERK INITIALS</u></b>
<b>#1</b>	<b>JB2 Form 0-180 (Dated 2024)</b>		
<b>#1A</b>	<b>From Block</b> (Sponsor Name and Address)		
<b>#1B</b>	<b>Duration of Request</b>		
<b>#1C</b>	<b>Place of Residency</b> (Sponsor's Resident Address on Base)		
<b>#1D</b>	<b>Justification</b>		
<b>#1E</b>	<b>Houseguest Information</b>		
<b>#1F</b>	<b>Requestor</b> Name/Signature (Digital or Wet)/Date/Phone/Email		
<b>#1G</b>	<b>Sponsor</b> Name/Signature (Digital or Wet)/Date/Phone/Email (Must be same as Sponsor listed on SECNAV Form 5512)		
<b>#2</b>	<b>Copy of Sponsor's CAC</b> (Front/Back scanned copy only; printed pictures/unreadable copies are invalid)		
<b>#3</b>	<b>Copy of Non DoD Civilian's Driver's License or State Issued ID</b> (Front/Back scanned copy only; printed pictures/unreadable copies are invalid)		
<b>#5</b>	<b>SECNAV Form 5512-1 (Dated May 2021 REV)</b>		
			<input type="checkbox"/> <b>GREEN BOOK</b>

**Checklist Current as of 02 FEB 2025 (all others obsolete/invalid)**

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**INFORMATION LISTED BELOW IS FOR PASS & ID USE ONLY**

**1. Received By (Rank/First Last):** \_\_\_\_\_ / **Date** \_\_\_\_\_

**2. PID CLERK SYSTEM VERIFICATION**

<b>Clerk Initials</b>	
<b>National Crime Information Center (NCIC)</b>	
<b>Background &amp; Sex Offender Registry (SOR) Check:</b>	
<b>Barment Check:</b>	
<b>PID Clerk Name (Last, First):</b>	<b>Date:</b>

**3. Pass & ID NCOIC (Rank/First Last):** \_\_\_\_\_ / **Date** \_\_\_\_\_

**Recommend:** Approval / Disapproval

**Comments:** \_\_\_\_\_

**4. Pass & ID LCPO (Rank/First Last):** \_\_\_\_\_ / **Date** \_\_\_\_\_

**Recommend:** Approval / Disapproval

**Comments:** \_\_\_\_\_

**5. Section Chief (Rank/First Last):** \_\_\_\_\_ / **Date** \_\_\_\_\_

**Recommend:** Approval / Disapproval

**Comments:** \_\_\_\_\_

**6. Superintendent (Rank/First Last):** \_\_\_\_\_ / **Date** \_\_\_\_\_

**Recommend:** Approval / Disapproval

**Comments:** \_\_\_\_\_

**7. JB2 CC Review: (Rank/First & Last Name):** \_\_\_\_\_ / **Date** \_\_\_\_\_

**Recommend:** Approval / Disapproval

**Comments:** \_\_\_\_\_