



LONG TERM HOUSEGUEST CHECKLIST

NOTE: SPONSOR MUST FILL OUT BELOW CHECKLIST PRIOR TO TURNING IN REQUEST

<u>ITEM NUMBER</u>	<u>ITEM</u>	<u>INITIALS</u>
#1	JB2 Form 0180	
#1A	From Block (Sponsor Name and Address)	
#1B	Duration of Stay	
#1C	Place of Performance (Housing Area)	
#1D	Visitor Information	
#1E	Command Endorsement	
#1F	Housing Office Endorsement	
#1G	Requestor Name/Signature/Date/Phone #/Email (Same as visitor)	
#1H	Sponsor Name/Signature/Date/Phone #/Email (Must be original/wet signature)	
#2	Housing Letter (validates sponsor resides in base housing and authorizes visitor to reside at the residence)	
#3	Copy of Sponsor's CAC (Front and Back)	
#4	Copy of Visitor's Driver's License (Front and Back)	

STOP BELOW LISTED INFORMATION IS FOR PID USE ONLY STOP

Reviewed By:
PID Clerk Initials _____/Date _____

Barment/SRBW Check:
PID Clerk Initials _____/Date _____

SOR Check:
PID Clerk Initials _____/Date _____

NCIC Check:
PID Clerk Initials _____/Date _____

NCOIC Review:
Initials _____/Date _____ **Approved / Disapproved**

OIC/Superintendant Review:
Initials _____/Date _____ **Approved / Disapproved**

Comments:
*****Passes will NOT exceed 180 days. If reoccurring access is needed another request must be generated.**