

FOR OFFICIAL USE ONLY: The collection of this information is required to conduct background screenings for any unescorted visitors / guests / workers accessing Naval Base Ventura County facilities in accordance with DoD Policy. This application must be submitted **by the Sponsor** via encrypted e-mail from a .mil or .gov digitally signed account or hand delivered to the NBVC Pass ID Office.

PRIVACY ACT STATEMENT: Information may be disclosed to the appropriate Federal, State, local, tribal, or foreign agency responsible for investigating, prosecuting, enforcing, or implementing a statute, rule, regulation, or order, if the information is relevant to a violation or potential violation of civil or criminal law or regulation within the jurisdiction of the receiving entity.

Instructions for completion of NBVC Base Access Application

Note: Please read entire instructions before completing application.

1. Data entry on the application form is important. Failure to follow the format specified in these instructions may cause applications to be rejected during the data entry process in the Pass and Identification Office. Application rejected will not be approved, pending corrections and resubmission.
 2. Foreign Nationals may not participate in this program with exception to those legal permanent residents with a lawful Permanent Resident Card (Form 151). Foreign Nationals desiring installation access must seek approval from the Security Management Office by calling (805 989-8876).
 3. Only applications submitted by personnel with “Sponsorship Authority” will be approved. Applications submitted by personnel that do not possess “Sponsorship Authority” will not be approved. Contractors do not possess “Sponsorship Authority”; however the Contracting Officer, Contracting Officer Representative (COR) or Contracting Officer Technical Representative (COTR) may sponsor events for contractors.
 4. Submission Time Requirements: NBVC Badge Access Application must be submitted a **minimum of ten working days** before the scheduled visit.
 5. Applications must be submitted **by the Sponsor** via encrypted e-mail from a .mil or .gov digitally signed account or hand delivered to the NBVC Pass and ID Office. Encryption is required to protect Guest Personally Identifiable Information (PII). “Sponsorship Authority” is verified by use of the PKI Certificate. Home or personal computers may not be used for this purpose. Applications submitted electronically must be sent via email to **Mugu_NBVC_Pass&ID**.
 - a. Sponsors submitting an application electronically will receive an approval or disapproval email response from the Pass and Identification Office. The reason for disapproval will be described in the email.
 - b. Sponsors who hand delivers completed applications must provide Identification Card for verification of “Sponsorship Authority” and sign the application in the presence of the clerk.
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Instructions for completion of NBVC Badge Application

**NBVC BASE ACCESS APPLICATION
SECTION 1 - Sponsor Information**

Last Name	First Name	Middle Name	Command	Status	Work Phone	Home Phone
Block 1	Block 2	Block 3	Block 4	Block 5	Block 6	Block 7

Block 1: Sponsor's last name – Capitalize First Letter

Block 2: Sponsor's first name– Capitalize First Letter

Block 3: Sponsor's middle name– Capitalize First Letter

Block 4: Sponsor's command (i.e. NBVC, NAVSEA), use state of residence if retired, i.e. CA, AZ, MD

Block 5: Status of "Sponsorship Authority" – select one

Status/Category of "Sponsorship Authority:

- a. Military (Active Duty): includes USN, USA, USAF, USMC, USCG
- b. Military (Dependent):
- c. Military (Retired): includes USNRET, USARET, USAFRET, USMCRET, USCGRET
- d. Military (Active Duty Reservist): includes USNR, USAR, USAFR, USMCR, USCGR
- e. Military (Retired Reservist): includes USNR, USAR, USAFR, USMCR, USCGR
- f. National Guard
- g. DoD Civilian
- h. DoD Retiree
- i. Sponsorship Authority Badge - Personnel Holding a Sponsorship Authority Badge

Block 6: Sponsor's work telephone number or cell phone number including Area Code. Enter using no hyphens, spaces or special characters. The form's auto format will format your entered data (i.e. 805-555-5555)

Block 7: Sponsor's home or cell phone number including Area Code. Enter using no hyphens, spaces or special characters. The form's auto format will format your entered data (i.e. 805-555-5555)

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SECTION 2 - Visit Information

Base	Visit Start Date	Visit End Date	Purpose of Visit
Select One Below Block 1	Block 2	Block 3	Select one below: Block 4
Unescorted Destination or Event	Event or Activity Name-(Access List	Access Gate - (Access List	Time of Event - (Access List
Block 5	Block 6	Select Access Gate: Block 7	Block 8

Block 1: **Select Base:** Point Mugu, Port Hueneme, San Nicolas Island, All NBVC. Sponsors for SNI Visitors please be aware that SNI has additional requirements that must be fulfilled in order to access the island.

Block 2: Visit Start Date, i.e. MM/DD/YYYY – 11/01/2013

Block 3: Visit End, i.e. MM/DD/YYYY – 11/03/2013

Block 4: **Select Purpose of Visit.** These are the only authorized purposes for requesting an NBVC Badge for a visitor.

- ~ **One Day** – (Contractor, Guest, HR Business such as New Hires, Care Provider who provides transportation To/From Child Care Facility or for spouse To/From place of employment, Agent Assistant, Business Partner such as Red Cross Volunteer, Credit Union, PPV)
- ~ **Multi-Day** – (Contractor, Guest, HR Business, Care Provider who provides transportation To/From Child Care Facility or for spouse To/From place of employment, Agent Assistant, Business Partner such as Red Cross Volunteer, Credit Union, PPV)
- ~ **28-Day RapidGate** – Temporary while awaiting RapidGate Badge
- ~ **Visitor - Bard**
- ~ **Visitor - Ceremony**
- ~ **Visitor - Housing Guest**
- ~ **Visitor - MWR Golf**
- ~ **Visitor - MWR Other**
- ~ **Vendor** – Provides a service to the installation (i.e. Food Vendor)
- ~ **Taxi**

Block 5: Enter the Destination i.e. For Port Hueneme Bldg 1000 enter PH-B1000 or Point Mugu Bldg 1enter: PM-B1 - or Event Location enter: i.e. Bard Mansion or Commissary etc...

Block 6: Enter Event or Activity Name: Jones Wedding

Block 7: **Select the Access Gate** where Sponsor will meet visitors approved on the Access List. The sponsor shall ensure guests use the Gate specified in the application. Guests attempting access at any other gate will be denied.

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Block 8: Enter Time of Event or Activity Start and end Time. I.E. 0800-1500.

SECTION 3 – Contractor’s Company Information

Company Name	Company Address	Company Phone Number
Block 1	Block 2	Block 3
Completed DHS-I9 Validated by Sponsor	Contract Start Date(MM/DD/YYYY):	Contract Expiration Date
<input type="checkbox"/> Yes Block 4	Block 5	Block 6

Block 1: Contractor’s Company Name – First Capital Letter

Block 2: Contractor’s Company Address – First Capital Letter

Block 3: Contractor’s Company Phone Number – (i.e. 805-123-4567)

Block 4: By Clicking "Yes" the Sponsor certifies that All DHS-I9 Forms are completed for each Contractor and validated personally by the Sponsor.

Block 5: Enter the Contract Start Date. Enter in order of month, day, then year, (MM/DD/YYYY)

Block 6: Enter the Contract Expiration Date. Enter in order of month, day, then year, (MM/DD/YYYY)

SECTION 4 – Visitor / Contractor Information

Last Name	First Name	Middle	SSN	Address	City/Zip Code	DOB	Citizenship
Block 1	Block 2	Block 3	Block 4	Block 5	Block 6	Block 7	Block 8
							Select One

Block 1: Last name of Visitor – First Capital Letter

Block 2: First name of Visitor – First Capital Letter

Block 3: Middle name of Visitor (Often we have Visitors with the same First and Last Name, Middle name helps ID visitor)

Block 4: Complete Social Security Number is required. Sponsors should ensure application are sent encrypted to Pass and ID to protect Personally Identifiable Information (PII)

Block 5: Visitor Address

Block 6 Visitor City/Zip Code: Enter City and Zip Code where Visitor resides.

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Block 7: Visitor Date of Birth: Enter the Visitor's date of birth in order of month, day, then year, (MM/DD/YYYY)

Block 8: U.S. Citizenship or Permanent Resident (**Foreign Nationals Guests MUST be processed by the Security Management Office and CANNOT be granted access by this process**)

State/Possession Abbreviations List

ALABAMA	AL	LOUISIANA	LA	OKLAHOMA	OK
ALASKA	AK	MAINE	ME	OREGON	OR
AMERICAN SAMOA	AS	MARSHALL ISLANDS	MH	PALAU	PW
ARIZONA	AZ	MARYLAND	MD	PENNSYLVANIA	PA
ARKANSAS	AR	MASSACHUSETTS	MA	PUERTO RICO	PR
CALIFORNIA	CA	MICHIGAN	MI	RHODE ISLAND	RI
COLORADO	CO	MINNESOTA	MN	SOUTH CAROLINA	SC
CONNECTICUT	CT	MISSISSIPPI	MS	SOUTH DAKOTA	SD
DELAWARE	DE	MISSOURI	MO	TENNESSEE	TN
DISTRICT OF COLUMBIA	DC	MONTANA	MT	TEXAS	TX
FLORIDA	FL	NEBRASKA	NE	UTAH	UT
GEORGIA	GA	NEVADA	NV	VERMONT	VT
GUAM	GU	NEW HAMPSHIRE	NH	VIRGIN ISLANDS	VI
HAWAII	HI	NEW JERSEY	NJ	VIRGINIA	VA
IDAHO	ID	NEW MEXICO	NM	WASHINGTON	WA
ILLINOIS	IL	NEW YORK	NY	WEST VIRGINIA	WV
INDIANA	IN	NORTH CAROLINA	NC	WISCONSIN	WI
IOWA	IA	NORTH DAKOTA	ND	WYOMING	WY
KANSAS	KS	NORTHERN MARIANA	MP		
KENTUCKY	KY	OHIO	OH		