



Provost Marshal Office Visitor Center (VC)



Electronic Process for Requesting Visitor Passes

Step 1: Begin the process – Request Access

DoD ID holders (e.g. active duty, family members, civil service employees and retirees) may sponsor guests aboard the installation. Per Base Order 5530.25B, government contractors may not act as sponsors.

Sponsor sends an email to lejeunespecialevent@usmc.mil to request visitors' access with the following information:

- a. In the subject, type: "Request for Visitor Pass (Last Name, First Name of Sponsor)"
- b. In the body, type:
 - I. Full names (include sponsor and all guests)
 - II. Date of arrival and departure of guests

Step 2: Download Sponsored Visitor Form (SECNAV 55121)

All guests requesting access to MCB Camp Lejeune will need to complete and sign the Sponsored Visitor Form.

- a. Download the "Sponsored Visitor Form" at <https://www.lejeune.marines.mil/Base-Access/Sponsored-Visitor-Form/>. You must download the form to your device, then open the PDF and enable all features.
- b. Complete a separate Sponsored Visitor Form for each guest, ensuring they sign and date block 31 on page 2.

Step 3: Submit Required Documents

Upon receiving your access request, a security assistant at the visitor center will promptly reply with follow-on instructions. Sponsors should be prepared to provide the following documentation to the Visitor Center, following specific instructions and links provided in the email response:

- a. SECNAV 55121. Sponsors should ensure the request form is completely filled out and signed. This form can be found at <https://www.lejeune.marines.mil/BaseAccess/Sponsored-Visitor-Form/>.
- b. Source Document. Sponsors must provide a photo copy of one form of identification their guest wishes to use for identity and fitness to access the installation. *Note: Real ID compliant identification and/or driver licenses will be required effective Oct. 1, 2021.*
- c. Appropriate Sponsor Information. The sponsor's Electronic Data Interchange Personal Identifier (EDIPI) must be supplied to register in the system. *NOTE: If the sponsor is not a Common Access Card holder, corresponding with the visitor center using a .mil email account, they must present to the visitor center (or Holcomb Blvd. Main Gate, when closed) at the time of pass issuance.*
- d. Vehicle Registration and Insurance. Guests who wish to drive aboard the installation must provide a scanned copy of their valid state driver's license, registration card and insurance card showing current state liability coverage, in their request.

Step 4: Background Check

The visitor center will conduct a nationwide background check, input guests' information into the Consolidated Law Enforcement Operations Center and DBIDS databases, and contact the sponsor to:



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- a. Individual passes background check – provide pass pick-up information
- b. Individual doesn't pass background check – inform of status and provide information of the appeals process. Specific information regarding the reason for access denial cannot be conveyed in any other manner than in person.

Step 5: Pick up Visitor Passes

Once approved, visitors can pick up their passes at the visitor center (when open) or the Holcomb Blvd. Main Gate (when visitor center is closed.) *NOTE: If the sponsor is not a Common Access Card holder and did not use a .mil email account, they must present to the visitor center (or Holcomb Blvd. Main Gate, when closed) at the time of pass issuance.*

Weekday Pass Pick-Up

If guests will arrive Monday through Friday between 5:00 a.m. and 9:00 p.m., the guest must present to the visitor center where a photograph and fingerprints will be taken prior to pass issuance.

Weekend Pass Pick-Up

If guests will arrive when the visitor center is closed, they must present to the Holcomb Blvd. Main Gate. A temporary pass will be waiting for the guests, which will be active only until the visitor center opens the following business day. If guests wish to stay beyond this time, they need to present to the visitor center to provide photograph and fingerprints. A pass will then be issued to cover the remainder of their stay.

