

OFFICIAL SCHOOL PERSONNEL (VISITING SCHOOL) BASE ACCESS INSTRUCTIONS

INSTALLATION ACCESS AND REGISTRATION APPLICATION

School officials can now request pre-vetting to attend DoDEA events. This method enables the Camp Lejeune Visitor Center staff to conduct required background investigations, prepare passes, and have them ready when staff and buses arrive. Please visit the following link to “request sponsorship” under your event. This is required for all staff 18 years and older.

<https://www1.mcieast.usmc.mil/IARA/home/Disclaimer>

Special Note: A DBIDS pass is required even if you have a retiree ID, dependent ID or other.

REQUESTING SPONSORSHIP

Upcoming events and announcements are listed on the homepage. Follow these steps to request sponsorship:

1. Find the school event you wish to attend and click, “request sponsor.”
2. Select “Driver” or “Passenger” and complete ALL fields of information, following provided examples when applicable.
3. Save and submit request when all information has been entered. **Wait for confirmation page.**
4. You will receive an email confirming your request and providing an individual request number. Save this number.

DUE DATES

7 DAYS FOR ≤ 25

10 DAYS FOR 26-50

15 DAYS FOR 51-75

30 DAYS FOR > 75

Guests can return to the application at any time to check the status of their request.

Additionally, the web application will send an email whenever there is a status change. If you do not receive confirmation through all phases of this process, please call the Visitor Center for assistance.

RECEIVING THE PASS AFTER APPROVAL

After receipt of email with approval, pick up pass at Wilson Gate Visitor Center, Camp Lejeune, during working hours, 5:00 a.m. to 9:00 p.m., Monday through Friday (excluding holidays). Bring your photo identification and vehicle information inside the building for confirmation.

After receipt of pass, proceed to the Wilson Gate and show pass to the gate sentry. Wait for approval from the gate security before proceeding.

LOCATION INFORMATION

The Camp Lejeune Visitor Center is located at Bldg TT-13 adjacent the Wilson Boulevard Gate. For assistance, email lejeunespecialevent@usmc.mil or call 910-451-0283.

