

MCB CAMP LEJEUNE VISITOR CENTER SPONSORED BASE ACCESS



STEP 1

SPONSOR EMAILS LEJEUNEVISITORCENTER@USMC.MIL TO REQUEST SAFE LINK, FOLLOW ON INSTRUCTIONS, AND SECNAV FORM 5512/1. (DO NOT INCLUDE SENSITIVE DATA OR PII IN THIS EMAIL)

STEP 2

SPONSOR SENDS COMPLETED SECNAV FORM TO PMO VIA SAFE LINK AT LEAST 7 DAYS PRIOR TO GUEST ARRIVAL



STEP 3

SECURITY ASSISTANT CONDUCTS VETTING AND GENERATES ACCESS VIA PASS OR REAL ID



STEP 4

VC NOTIFIES SPONSOR OF APPROVAL/DENIAL OF GUESTS AND REPORTING INSTRUCTIONS FOR ACCESS VIA PASS OR REAL ID



STEP 5A

REAL ID: PROCEED TO INSTALLATION GATE FOR ACCESS



STEP 5B

NO REAL ID: VC ISSUES PASS. IF VC IS CLOSED DURING THE GUEST(S) INITIAL ARRIVAL DATE, THE SPONSOR MAY PICK UP A TEMP PASS ISSUED UP UNTIL THE NEXT BUSINESS DAY. GUESTS SHOULD RETURN TO VC TO COLLECT PHOTOGRAPH/FINGERPRINT AND WILL RECEIVE PAPER PASS FOR THEIR STAY



OPERATING HOURS

MONDAY - FRIDAY 5 A.M. TO 9 P.M.

&

SATURDAY FROM 8 A.M. TO 4:30 P.M.