

SPONSORED BASE ACCESS



STEP 1

GUEST & SPONSOR COMPLETE SECNAV 5512/1

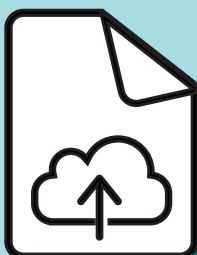
STEP 2

SPONSOR EMAILS
LEJEUNESPECIALEVENT@USMC.MIL
TO RECEIVE SAFE LINK TO UPLOAD DOCUMENT



STEP 3

SPONSOR SENDS COMPLETE SECNAV FORM TO
PMO VIA LINK WITHIN 96 HOURS PRIOR TO VISIT



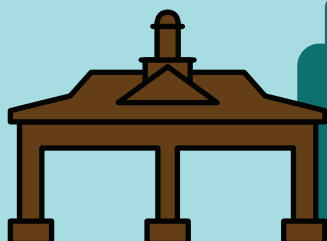
STEP 4

SECURITY ASSISTANT CONDUCTS BACKGROUND CHECK



STEP 5

SPONSOR AND APPROVED GUESTS REPORT TO
VISITOR CENTER (VC) TO RECEIVE PASS. IF VC
CLOSED, PROCEED TO MAIN GATE



STEP 6

VC ISSUES PERMANENT PASSES. IF VC CLOSED, GATE SENTRIES
ISSUE TEMP PASSES, COLLECT PERMANENT PASSES NEXT BUSINESS DAY



SPONSOR / ESCORT MUST:

1. SUBMIT A VISITOR REQUEST
2. ESCORT GUEST FOR PERMANENT PASS
3. HAVE A CAC OR U.S. ID
4. BE A U.S. CITIZEN
5. KEEP GUEST IN SIGHT
6. REPORT SECURITY CONCERNS

SECNAV 5512/1



FOREIGN NATIONALS MUST:

1. REPORT TO VISITOR CENTER
2. PROVIDE ONE OR MORE DOCUMENTS:
 - **VALID/UNEXPIRED** FOREIGN PASSPORT, U.S. VISA OR STAMP
 - GREEN CARD
 - **CURRENT** EAD (FORM I-766)
 - 1-94 ARRIVAL/DEPARTURE RECORD
3. HAVE VALID VISITORS PASS