

2026 Spring NOL Base Access Instructions
READ INSTRUCTIONS THOROUGHLY TO ENSURE BASE ACCESS

****Limited to 8 passes per registered player****

- All family members (age 16 & over) of players participating in NOL must request base access prior to deadlines set by NOL & MWR. **You are required to submit a new request form every season.**
- Requestor must be a U.S. Citizen or Permanent Resident. If Permanent Resident, please provide a copy of your Permanent Resident card (front & back) with your request.
- Base pass request submission will start on November 30, 2025. Requests sent prior to start date will not be processed.
- Submission deadline is February 23, 2026. It will remain cut off for the duration of the season.
- The request must fill out SECNAV Form 5512 for the season. **Please read the following directions before completing the form. The form must be fully completed and legible for MWR to accept for processing.**
 - Top: NOL player's registered name and requestor relationship to the player
 - Blocks 1 through 12: Complete all required fields using your legal name (no nicknames), ensuring it matches your ID exactly.
 - Block 13-18: Full Social Security Number **AND** State ID/Driver's License information. (Without this information vetting cannot be performed. Without a clear vetting, installation access cannot be authorized.)
 - Block 19 through 23: Complete all requested information.
 - Block 28: Check Yes or No **AND** initial in space provided to certify the applicable answer for felony conviction.
 - Block 29: Read then initial in space provided to accept the terms for returning the Local Population Identification Card (Base Access Pass).
 - Block 30: Read then **ink sign** and date in space provided to attest that the information on the form is true and accurate to the best of your knowledge. Date must be **within 30 days of the submission date**. Request forms from previous seasons with cross-out dates will be rejected.
- Once forms are completed, please email to this address **jaxs_nas_mwr_amag@us.navy.mil**
Applications submitted to an incorrect email address will not be processed, regardless of the submission deadline.
 - **Subject line of the email must state: NOL Base Access - "Register Player's Name"**
 - Attached forms in pdf format. If submit in jpeg format, save the file name as Name and Page number (Example: JoeSmithP1). **Do not send from in Google Docs, DocuSign, or any other format.**
 - If submitting multiple forms, please make sure the forms are in correct order and file size is not too large.
 - DO NOT send copies of your IDs. (Exception of Permanent Resident card)

- MWR will check for completion and accuracy of the forms. Any forms not filled out correctly will be destroyed after MWR contacts you and requests you to correct it. **Once corrections are made, you must resubmit both pages of the form.** Forms that are incorrect, incomplete, or illegible will be returned for corrections which may delay the process time.
- Once your forms are correctly filled out, MWR will **acknowledge receipt** of the request via email within **3 business days**. From there, they will be sent to base security for the vetting process. This can take **5-7 business days**. We do not offer expedited processing for any applications. Applicants must plan their submission with the standard timeline in mind.
- If cleared that you are eligible for entry onto NAS Jacksonville, MWR will notify you to go to Visitor Control Center (Yorktown Gate) to obtain your pass. Please bring a valid REAL ID-compliant state ID/driver's license, vehicle registration and proof of insurance. **All passes must be obtained in person within 30 days from notification. Individuals are not authorized to collect passes belonging to others.**
- You will be denied access to NAS Jacksonville WITHOUT proper identity documents regardless of your cleared status. Identification documents must be presented upon entry and whenever accessing the installation.

MWR will not process any applicants who fail to follow the procedures stated above.

MWR Admin Business Hours

Monday - Friday 7:00 a.m. to 3:00 p.m.

(Closed on weekends and Federal Holidays)

Visitor Control Center Visitor Pass Business Hours

Monday - Friday 7:00 a.m. to 4:00 p.m.

Saturday 7:00 a.m. to 3:00 p.m.

(Closed on weekends and Federal Holidays)

NOL Player's Registered Name:

Relationship to the Player:

DEPARTMENT OF THE NAVY LOCAL POPULATION ID CARD/BASE ACCESS PASS REGISTRATION

PRIVACY ACT STATEMENT:

AUTHORITY: 10 U.S.C. 113, Secretary of Defense; DoD Directive 1000.25, DoD Personnel Identity Protection (PIP) Program; DoD Instruction 5200.08, Security of DoD Installations and Resources and the DoD Physical Security Review Board (PSRB); DoD 5200.08-R, Physical Security Program; DoD Directive 5200.27, Acquisition of Information Concerning Persons and Organizations not Affiliated with the Department of Defense (Exception to policy memos); Directive-Type Memorandum (DTM) 09-012, Interim Policy Guidance for DoD Physical Access Control; DTM 14-005, DoD Identity Management Capability Enterprise Services Application (IMESA) Access to FBI National Crime Information Center (NCIC) Files; and E.O. 9397 (SSN), as amended; OPNAVINST 5530.14E, Navy Physical Security and Law Enforcement Program; Marine Corps Order P5530.14, Marine Corps Physical Security Program Manual; SORNMM05512-2 Badge and Access Control System Records and DMDC 16, Identity Management Engine for Security and Analysis (IMESA): <http://dpcl.d.defense.gov/Privacy/SORNIndex>

PURPOSE(S): To control physical access to Department of Defense (DoD), Department of the Navy (DON) or U.S. Marine Corps Installations/Units controlled information, installations, facilities, or areas over which DoD, DON, or U.S. Marine Corps has security responsibilities by identifying or verifying an individual through the use of biometric databases and associated data processing/information services for designated populations for purposes of protecting U.S./Coalition/allied government/national security areas of responsibility and information; to issue badges, replace lost badges, and retrieve passes upon separation; to maintain visitor statistics; collect information to adjudicate access to facility; and track the entry/exit times of personnel.

ROUTINE USE(S): To designated contractors, Federal agencies, and foreign governments for the purpose of granting Navy officials access to their facility.

DISCLOSURE: Providing registration information is voluntary. Failure to provide requested information may result in denial of access to benefits, privileges, and DoD installations, facilities and buildings.

IDENTITY PROOFING AND APPLICANT INFORMATION

1. LAST NAME:	2. FIRST NAME:	3. MIDDLE NAME:	4. NAME SUFFIX: <input type="checkbox"/> Jr. <input type="checkbox"/> Sr. <input type="checkbox"/> I <input type="checkbox"/> II <input type="checkbox"/> III <input type="checkbox"/> IV
5. RACE (Check one or more): <input type="checkbox"/> AMERICAN INDIAN or ALASKA NATIVE <input type="checkbox"/> ASIAN <input type="checkbox"/> BLACK or AFRICAN AMERICAN <input type="checkbox"/> HISPANIC OR LATINO <input type="checkbox"/> NATIVE HAWAIIAN OR OTHER PACIFIC ISLANDER <input type="checkbox"/> WHITE			
6. GENDER (Check one): <input type="checkbox"/> MALE <input type="checkbox"/> FEMALE	7. DATE OF BIRTH:	8. CITY OF BIRTH:	9. STATE OF BIRTH:
10. BIRTH COUNTRY:			
11. US CITIZEN (Check): <input type="checkbox"/> YES <input type="checkbox"/> NO		12. DUAL CITIZENSHIP: <input type="checkbox"/> YES <input type="checkbox"/> NO CITIZENSHIP IF OTHER THAN US (Country):	

U.S. Citizen Minimum Documentation Required:

By Birth - Social Security Number AND State ID/Drivers License.

Naturalized - Certification Number, Petition Number, Date, Place and Court, United States passport number, Social Security No and/or State ID/Drivers License.

Derived - Parent's certification number, Social Security No and/or State ID/Drivers License.

Alien Minimum Documentation Required:

Registration Number, Expiration date, Date of entry, Port of entry.

13. IDENTITY SOURCE DOCUMENTS PRESENTED:	14. DOCUMENT NUMBER:	15. ISSUED BY STATE/COURT:	16. ISSUED BY COUNTRY:	17. ISSUED:	18. EXPIRES:
<input type="checkbox"/> Social Security No.			United States		
<input type="checkbox"/> State ID/Drivers License			United States		
<input type="checkbox"/> Passport No.					
<input type="checkbox"/> Certification Number and Petition Number					
<input type="checkbox"/> Derived - Parent's Certification Number:			United States		
<input type="checkbox"/> Alien Registration No.			United States		

Date of Entry:

Port of Entry:

OTHER APPROVED IDENTITY SOURCE DOCUMENTS:

<input type="checkbox"/>					
<input type="checkbox"/>					

19. WEIGHT (Pounds):	20. HEIGHT (Inches):	21. HAIR COLOR (Check one): <input type="checkbox"/> Blond <input type="checkbox"/> Brown <input type="checkbox"/> Black <input type="checkbox"/> Gray <input type="checkbox"/> Red <input type="checkbox"/> White <input type="checkbox"/> Silver <input type="checkbox"/> Auburn <input type="checkbox"/> Bald	22. EYE COLOR (Check one): <input type="checkbox"/> Brown <input type="checkbox"/> Green <input type="checkbox"/> Blue <input type="checkbox"/> Hazel <input type="checkbox"/> Black <input type="checkbox"/> Gray <input type="checkbox"/> Violet <input type="checkbox"/> Unknown
23. HOME ADDRESS (Include city, state, zip code):			HOME PHONE (Include Area Code):
24. BASE SPONSOR'S NAME: 2026 NOL SPRING SEASON - Email to jaxs_nas_mwr_amag@us.navy.mil			SPONSOR PHONE (Include Area Code): (904) 542- 3111

Forms that are incorrect, incomplete, or illegible will be returned for corrections which may delay the process time.

EMPLOYMENT ACTIVITY INFORMATION			
25. EMPLOYER NAME AND ADDRESS (Include city/state/zip code): NA		EMPLOYER PHONE (Include Area Code): NA	
26. SUPERVISOR NAME AND ADDRESS (Include city/state/zip code): NA		SUPERVISOR PHONE (Include Area Code): NA	
27. Check the applicable box for WORK HOURS box or check the OTHER box and enter the work hours, then check the applicable box for WORK DAYS: WORK HOURS: <input type="checkbox"/> 0600-1800 <input type="checkbox"/> 0800-1700 <input checked="" type="checkbox"/> OTHER 06:00 – 22:00 WORK DAYS: <input type="checkbox"/> SN <input type="checkbox"/> M <input type="checkbox"/> T <input type="checkbox"/> W <input type="checkbox"/> TH <input type="checkbox"/> F <input type="checkbox"/> ST			
PRIOR FELONY CONVICTIONS			
28. Have you ever been convicted of a Felony? <input type="checkbox"/> YES <input type="checkbox"/> NO _____ Initial			
REQUIREMENT TO RETURN LOCAL POPULATION ID CARD			
29. I understand that I am required to return my Local Population Identification Card to the Base Pass Office when it expires or if my employment is terminated for any reason. _____ (initial)			
AUTHORIZATION AND RELEASE AND CERTIFICATION			
30. I hereby authorize the DOD/DON and other authorized Federal agencies to obtain any information required from the Federal government and/or state agencies, including but not limited to, the Federal Bureau of Investigation (FBI), the Defense Security Service (DSS), the U.S. Department of Homeland Security (DHS). I have been notified of DON right to perform minimal vetting and fitness determination as a condition of access to DON installation/facilities. I understand that I may request a record identifier; the source of the record and that I may obtain records from the State Law Enforcement Office as may be available to me under the law. I also understand that this information will be treated as privileged and confidential information. I release any individual, including records custodians, any component of the U.S. Government or the individual State Criminal History Repository supplying information, from all liability for damages that may result on account of compliance, or any attempts to comply with this authorization. This release is binding, now and in the future, on my heirs, assigns, associates, and personal representative(s) of any nature. Copies of this authorization that show my signature are as valid as the original release signed by me. FALSE STATEMENTS ARE PUNISHABLE BY LAW AND COULD RESULT IN FINES AND/OR IMPRISONMENT UP TO FIVE YEARS. BEFORE SIGNING THIS FORM, REVIEW IT CAREFULLY TO MAKE SURE YOU HAVE ANSWERED ALL QUESTIONS FULLY AND CORRECTLY. I DECLARE UNDER PENALTY OF PERJURY THAT THE STATEMENTS MADE BY ME ON THIS FORM ARE TRUE, COMPLETE AND CORRECT. <div style="display: flex; justify-content: space-between; margin-top: 20px;"><div>DATE _____</div><div>SIGNATURE _____</div></div> <p>FINAL DETERMINATION ON YOUR ACCESS: The Base Commanding Officer has final authority for determination on granting physical access to DON controlled installations/facilities under his/her jurisdiction.</p>			
BELOW COMPLETED BY BASE REGISTRAR PERSON CONDUCTING IDENTITY PROOFING and NCIC CHECK			
31. INFORMATION VERIFIED BY:	32. ENTERED IN C/S SYSTEM BY:	33. PASS ISSUE DATE:	34. PASS EXPIRATION DATE:
35. NCIC CHECK PERFORMED BY:		36. RESULTS OF NCIC CHECK: <input type="checkbox"/> NO RECORDS RECORD IDENTIFIER <input type="checkbox"/> RECORD NUMBER: _____	37. RESULTS OF LOCAL RECORDS CHECK: <input type="checkbox"/> NO RECORDS RECORD IDENTIFIER RECORD NUMBER: _____
Office of Under Secretary of Defense Directive-Type Memorandum (DTM) 09-012, "Interim Policy Guidance for DoD Physical Access Control," December 8, 2009. DTM 09-012 requires that DoD installation government representatives query the National Crime Information Center (NCIC) and Terrorist Screening Database to vet the claimed identity and to determine the fitness of non-federal government and non-DoD-issued card holders (i.e. visitors) who are requesting unescorted access to a DoD installation. The minimum criteria to determine the fitness of a visitor is: 1) not on a terrorist watch list; 2) not on an DoD installation debarment list; and 3) not on a FBI National Criminal Information Center (NCIC) felony wants and warrants list. Additionally, SECNAV Memo, Policy for Sex Offender Tracking and Assignment and Access Restrictions within the Department of the Navy, of 7 Oct 08 and OPNAVINST 1752.3 established the Navy's policy on sex offenders, requiring Region Commanders (REGCOMs) and Installation Commanding Officers (COs) to prohibit sex offender access to DoN facilities and Navy owned, leased or PPV housing. This form describes the authority and purpose to collect and share the required information; and identifies the applicant/visitor and sponsor; and authorizes the DoD to perform the minimum vetting and fitness determination criteria. A favorable response on the vetting and fitness determination is required to receive access to DOD-controlled installation/facilities.			

Instruction for completing the Local Population Access Registration Form

INSTRUCTIONS: Please complete all information in black ink (printed) or by typing. By voluntarily providing your Personal Information, you agree to the following terms and restrictions:

RESTRICTIONS: Local Population Identification Card/Base Access Pass may only be used by person to whom they are issued and for the specific business/purpose issued. Applicants are reminded that soliciting (i.e., door-to-door sales) is prohibited on the base, and that such activity is grounds for cancellation of the Pass. Additionally, such action may result in debarment from the base and legal action. The Base Commanding Officer has discretion over specifying the period of validity for any Local Population ID Cards/Base Access Passes that are issued under his/her jurisdiction.

Review the Privacy At Statement that is printed at the top of the form

<p>Block 1: Enter the Last Name. Block 2: Enter the First Name. Block 3: Enter the Middle Name. Block 4: If applicable, check the box for Name Suffix. Block 5: Check the applicable box for Race. Block 6: Check the applicable box for Gender. Block 7: Enter Date of Birth. Block 8: Enter City of Birth. Block 9: Enter State of Birth. Block 10: Enter Country of Birth. Block 11: Check the applicable box for US Citizenship. Block 12: If not a US Citizen, enter the name of the Country of Citizenship. Block 13: Two forms of identity source documents from the list of acceptable documents listed below must be presented to the base registrar with this completed form. Check the box for the type of Documents that will be presented for identity proofing. If the document type is not listed, use the two rows under Other Approved Identity Source Documents to enter the type of document(s) that you will present. Block 14: Enter the Document Number located on the Identity Proofing Source document that was checked in Block 13. Block 15: Enter the State that issued the Identity Source Document. Block 16: Enter the Country that issued the Identity Source Document.</p>	<p>Block 17: Enter the Date that the Identity Source Document was issued. Block 18: Enter the Date that the Identity Source Document will expire. Block 19: Enter Weight in pounds. Block 20: Enter Height in inches. Block 21: Check the applicable box for Hair Color. Block 22: Check the applicable box for Eye Color. Block 23: Enter Home Address Including City, State, Zip Code, and Home Telephone Number. Block 24: Enter Name of Registrant's Base Sponsor and Base Sponsor's Telephone Number. Block 25: Enter Employer Name and address including City, State, Zip Code, and Employer's Telephone Number. Block 26: Enter Supervisor's Name including City, State, Zip Code, and Supervisor's Telephone Number. Block 27: Check the applicable box for Work Hours box or check the OTHER box and enter the work hours, then check applicable boxes for Work Days. Block 28: Check the applicable answer if you have been convicted of Felony and enter initials. Block 28: Check the applicable box for felony conviction. Block 29: Enter initials to accept terms for returning Local Population Identification Card. Block 30: Sign and date the form to attest that the foregoing information is true and complete to best of your knowledge.</p>
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LIST OF ACCEPTABLE DOCUMENTS - All documents must not be expired.

Must present one selection from List A or a combination of one selection from List B and one selection from List C.

List A - Documents that Establish Identity and Employment Authorization	OR	List B - Documents that Establish Identity	AND	List C - Documents that Establish Employment Authorization
<p>1. U.S. Passport or U.S. Passport Card</p> <p>2. Permanent Resident Card or Alien Registration Receipt Card (Form I-551).</p> <p>3. Foreign passport that contains a temporary I-551 stamp or temporary I-551 printed notation on a machine-readable immigrant visa.</p> <p>4. Employment Authorization Document that contains a photograph (Form I-766).</p> <p>5. For a nonimmigrant alien authorized to work for a specific employer because of his or her status:</p> <p>a. Foreign Passport; and</p> <p>b. Form I-94 or Form I-94A that has the following:</p> <p>(1) The same name as the passport; and</p> <p>(2) An endorsement of the alien's nonimmigrant status as long as that period of endorsement has not yet expired and the proposed employment is not in conflict with and restrictions or</p>		<p>1. Driver's license or ID card issued by a State or outlying possession of the United States provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address.</p> <p>2. ID card issued by federal, state or local government agencies or entities, provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address.</p> <p>3. School ID card with a photograph</p> <p>4. Voter's registration card.</p> <p>5. U.S. Military card or draft record.</p> <p>6. Military dependent's ID card.</p> <p>7. U.S. Coast Guard Merchant Mariner Card.</p> <p>8. Native American tribal document.</p> <p>9. Driver's license issued by a Canadian government authority.</p>		<p>1. A Social Security Account Number card, unless</p>

The remainder of the form will be completed by the Base Registrar Person conducting Identify Proofing process and NCIC check.

AGENCY DISCLOSURE STATEMENT:

The public reporting burden for this collection of information, OMB 0703-0061, is estimated to average ten (10) minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or burden reduction suggestions to the Department of Defense, Washington Headquarters Services, Executive Services, at whs.mc-alex.esd.mbx.dd-dod-information-collections@mail.mil. Respondents should be aware that notwithstanding any other provision of law, no person shall be subject to any penalty for failing to comply with a collection of information if it does not display a currently valid OMB control number.

PLEASE DO NOT RETURN RESPONSE TO THE ABOVE ADDRESS.

Responses should be sent to the Base Registrar.