

# Base Access Instructions and Checklist

This is a condensed version of instructions found on the link below. Request you inform Tim Coleman and Will Brown when you have Base Access or if you encounter issues.

Website: [Base Access \(marines.mil\)](https://marines.mil)

## Quantico Visitor Control Center (VCC) Hours:

Mon-Fri: 6:00 a.m. – 3:00 p.m.

Sat: 7:30 a.m. – 11:30 a.m.

## Name of Visitor

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**All guests without current CAC card:** These individuals have Base Access already and are not required to register.

### All guests without current CAC card:

- Register on Quantico DBIDS site
- Print off DBIDS registration confirmation
- Visit Quantico VCC within 30 days prior to reunion events
- Inform Tim Coleman and Will Brown when you receive Base Access

### US Govt employees (current or retired):

- At VCC, present your DBIDS confirmation and the appropriate Federal Agency ID card.
- Receive Base Access

### Civilians w/ REAL ID:

- Print off & complete NAVMC 5512
- At VCC, present your DBIDS confirmation, signed NAVMC 5512, and your REAL ID. Use Will Brown as sponsor.
- Receive Base Access.

### Civilians without REAL ID:

- Print off & complete NAVMC 5512
- At VCC, present your DBIDS confirmation, signed NAVMC 5512, and two forms of ID. Use Will Brown as sponsor. Acceptable forms of ID are:
  - United States Passport
  - Permanent Resident Card/Alien Registration Receipt Card (Form I-551)
  - Foreign Passport with a temporary (I-551) stamp or temporary (I-551) printed notation on a machine-readable immigrant visa
  - An employment authorization document that contains a photograph (Form I-766)
  - Current/Valid Driver's License (cannot say "Federal Limits Apply" or "Not for Federal use")
  - Identification card issued by Federal, State or local Government Agencies
  - U.S. Coast Guard Merchant Mariner Legacy Cards

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- U.S. Coast Guard New Merchant Mariner Credential
  - Approved Department of Defense (DoD) Privilege Card Holder
- Receive Base Access.