

HOW TO COMPLETE SECNAV 5512.1

Plebe Parents must complete the enclosed SECNAV 5512.1 to receive a DBIDS credential. The form must be mailed back to the address included in the welcoming letter or hand carried to the Pass and ID Office located in the Visitor's Access Center located adjacent to Gate 1. During Induction Day and Plebe Parents Weekend the forms will be accepted in the just prior the entrance of the Pass and ID Office.

Midshipmen Parents must complete **ALL** areas highlighted in yellow in addition to initialing Block #30.

Block #14 is highlighted under Social Security Number **AND** Driver's Licence; this is necessary to complete the background process. You may substitute your Passport Number in lieu of a Social Security Number but we will not be able to issue you a DBIDS pass during Plebe Parents Weekend. Driver's license as well as the state issued is required.

Block #25 Base Sponsor's name is your Midshipman's name (first and last). Signature is not required; hand written or typed is fine.

Block #26 Sponsor phone number is your Midshipman's cell phone number.

Block #31 must be your physical signature.

Only two parents/guardians of the Midshipmen listed in the MIDS System per your Midshipman can be issued a DBIDS Credential. It is not used for other family members. Changes to the MIDS System will not be made on the spot. Up to five passengers may accompany you in the vehicle. However, anyone 18 or over must have a valid REAL ID Act compliant ID, or U.S. or foreign passport.

For unescorted driving access to the installation, you will need acceptable identification credential. If you already have an acceptable identification credential, there is no need to submit a 5512.1. (e.g. Military Active Duty CAC, Military dependent and Military Retiree ID cards, or DOD CAC)