

## General Guidelines to filling out the Access Request Form

The Form MUST;

1. Be filled out ON A COMPUTER, NOT BY HAND... (you must "Enable all Features" which appears in the Top Right Side of the document. This will allow you to fill it in from the computer keyboard).
2. PLEASE READ CAREFULLY AND FILL IN ALL APPROPRIATE SECTIONS. (if it is not fully completed, it will be promptly returned to you for completion. It will not be processed, ACCESS WILL BE DENIED.)
3. Visit Start and Stop Date can be a wider window than your target visit dates to allow for scheduling changes or weather related delays, etc.
4. "From: Shop / Code / Org:" line ... type in NAVFAC-PWDME / ROICC.
5. "Company or Organization Name:" line... type in the "Visiting Contractor's Company Name.
6. Return the completed forms to Richard Burnett and myself as soon as possible. (these forms are vetted out of state and can take 7 to 10 business days to clear).
7. It is advisable to, before traveling to the site, CALL BASE SECURITY at (207) 259-8267 TO CONFIRM that you have been granted access.

While you are filling out the form, feel free to contact this office with any questions you might have.

**You must present two forms of identification when you arrive on base.** One must be a photo ID.

They may be;

- Valid State Driver's License with Photo (see note below)
- Valid Birth Certificate
- Valid Passport or Passport Card
- Valid Federal or State furnished, Government ID Card with a physical description included
- See OPM's Website, under "I-9 Form" for all acceptable forms of Identification

Note; Starting immediately, we can no longer accept state issued driver license, for identification purposes, if they have been issued by the states listed below. Contractors from those states may still use their license as it pertains to being a licensed driver, however, they will need to present an additional two forms of ID's, which are described in the attached I-9 form. Please note that the contractor must provide one form of ID listed in List A, and one form that is listed on List B or C. If there are any questions please do not hesitate to call.

State Driver Licenses not authorized for access control purposes:

- Minnesota
- Illinois
- Missouri
- New Mexico
- Washington
- American Samoa