BADGE AUTHORIZATION AND VISIT REQUEST (BAVR) PROCEDURES

Commander Navy Region Northwest (CNRNW) ***Badge Authorization and Visit Request (BAVR)*** *website is the standard for submitting and processing visit and badge requests in CNRNW. Sumbit requests through BAVR.*

A) Submit an individual VISIT Request using the following steps:

1. Go to the BAVR web site: https://www.bavr.cnic.navy.mil/
2. Click on '*APPLY FOR NEW BADGE*'
3. Enter the appropriate data for the following areas: (at a minimum, all areas in RED with an asterik * must be filled in)
***Personal Info* -Follow prompts**
***Work Info* -Follow prompts**
***Sponsor POC info:* /SECURITY ASSISTANT, 360.315.4184,**

marlynna.lambert@navy.mil YN1 Marlynna Lambert, 360.315.4184 or
william.l.robertson@navy.mil ET1 William Robertson 360.315.4184

Purpose of Visit: As appropriate, a required field. Include contract number if one.

Dates of Visit: As appropriate (see bulleted notes below)

- **Should be at least 2 weeks duration minimum.**
- **If you anticipate periodic visits over a period of 6 months to 1 year, enter the extended date. This prevents the need for frequent badge requests. One badge to cover 6 months or 1 year makes more sense, is cost effective, and is less work for everyone involved in the process.**

4. Click 'submit' when completed. Ensure you have your e-mail address entered to receive a receipt notification when the badge request is processed and ready for pickup.

NOTE: Ensure you put your e-mail address and sponsor/POC info on the request to receive e-mail notifications, similar to the following examples:

Example 1:

Subj: CNRNW BAVR Submission Received

Thank you for submitting your visit/badge request to:

Sponsor: marlynna.lambert@navy.mil YN1 Marlynna Lambert, 360.315.4184 or
william.l.robertson@navy.mil ET1 William Robertson 360.315.4184

Phone Number: 360.315-4184
Request Number: 793699

Your Sponsor will process your request. Please check the status of your request and ensure it has been completed before visiting the Pass & ID office.

V/R,
CNRNW Badge Authorization and Visit Request Application
https://www.bavr.cnic.navy.mil/

Please note: This mailbox is not monitored. Please do not reply to this message.

Example 2:

Subj: CNRNW BAVR Request #793699 -APPROVED

Your visit/badge request 793699 has been completed

Date: 06/12/2008

You may now receive your badge at the appropriate Pass & ID office,

V/R,
CNRNW BAVR

https://www.bavr.cnic.navy.mil/

Please note: This mailbox is not monitored. Please do not reply to this message.

B) Procedures for GROUP VISIT requests by an FSO or SSO should:

1. **Go to the BAVR web site:** https://www.bavr.cnic.navy.mil/

2. **Click on '*If you need an account please click here*'**
3. **Enter the appropriate data and submit request.**
4. **Account will be established upon approval.**

After account established, refer to user guide to process requests.

This is for Security Officer USE ONLY.

The Group Visit Request is highly recommended for activities that send groups of personnel to perform work and who have a Facility Security Officer or Special Security Officer that can request an account in BAVR. The group account allows setting up groups of personnel to add to a pick list that includes current personal and security data to be entered by the FSO/or SSO. Each time their personnel need to visit, the FSO/or SSO creates a visit request and selects their personnel from the pick list already created to attach to the group request. This alleviates the need for numerous individual requests and is less work for the activity creating the visit request, easier for the government sponsor to review and approve, as well as for the final security approval process. It takes countless steps out of the process. It's important for the FSO or SSO to keep personnel clearance information updated in their personnel.