

## SECURITY PROCEDURES AND REQUEST FOR BASE ACCESS

We are delighted to be able to support the surrounding community as well as local military members by providing our degree program on Naval Support Activity Mid-South in Millington. We are fortunate that civilian students are given the opportunity to gain access to the base for classes. As with any military installation, we are obligated to follow certain guidelines to permit non-military individuals on base.

All individuals who do not already have a military ID or base ID badge are required to obtain an identification badge and vehicle pass to attend classes at Southern Illinois University here at Navy College. The badge and pass are issued to students for the semester for which they have registered and then **must be renewed** each semester.

### STUDENT RESPONSIBILITIES:

- Be diligent in providing the necessary information to the SIUC office and obtaining or renewing your pass in a timely manner, so that you are not forced to withdraw from a class due to not obtaining your pass soon enough.
- Wear your ID badge at all times while on the base.
- Keep your vehicle pass on the dashboard of your vehicle while on base.
- Turn off your headlights, radio and cell phone before reaching the gate. Do not bring weapons, drugs or flammables on base.
- Show your ID badge to the guard when entering the base and be prepared to show other documentation as required (Insurance, Registration, Driver's License)
- Your badge authorizes your access only to the Navy College building (S-241) and to Subway.

### TO OBTAIN AN ID BADGE AND VEHICLE PASS:

- ✓ Register for a course(s) with SIUC. If you decide not to attend for the term or withdraw from class, you must return your badge and vehicle pass to the SIUC office.
- ✓ Complete and sign this form and fax it to the SIUC office immediately.
- ✓ SIUC will forward the information you provide for Base Security's "Access List" and Navy College sends them Form 5530/7 requesting that you be granted permission to apply for a badge and pass (takes 24-48 hours)
- ✓ Enter the base through the Wasp Gate off Navy Rd. The guard will check for your name on the access list and you will proceed to Building 938 to obtain your ID badge and vehicle pass. This MUST be done by the first day of class. Base Security removes all names from the access list after the first day of class. The Pass & ID office is open 7:00-6:00 M-F and 7:30-4:00 Saturday.
- ✓ Provide them with your driver's license, vehicle registration and insurance and any other documentation they request. Make sure all documentation is valid and has not expired. *(If the registration is not in your name, you must provide a NOTARIZED letter of permission from the owner of the vehicle)* You will be issued your ID badge and vehicle pass.
- ✓ To renew, just register for the next term, verify with the SIU office that a new Form 5530/7 has been sent to Security and visit the Pass and ID office again for the re-issuance of your badge and vehicle pass.

After reviewing all the information contained in this advisory, please complete this form and fax to the SIU office 901-872-3815.

Full Name				Eye Color		I am a U.S. Citizen.	Yes No
SS #		Gender	M F	Height			
Date of Birth		Hair Color		Weight		I certify that I have not been convicted of a felony.	Yes No

\_\_\_\_\_ Address

\_\_\_\_\_ Phone Number

I authorize Southern Illinois University to provide the information above to Navy College and Base Security at Naval Support Activity Mid-South. I understand that permission to enter the military base is for the sole purpose of attending classes at Navy College building. I agree to enter the base only for the times I am scheduled for classes, study and testing times, or to speak to my advisor.

I have read and acknowledge receipt of this information and understand that failure to comply with security procedures may result in my not being allowed to attend classes at Naval Support Activity Mid-South.

\_\_\_\_\_ Signature

\_\_\_\_\_ Date