



Dear NRC Solomons Navy Getaways guest:

Thank you for choosing the Solomons NG property!

Your safety and security while you are with us is our top priority.

In order to support this endeavor, we request your assistance in processing your unaffiliated OVERNIGHT guests through Security.

Attached to this email you will find the required documents that are to be completed and submitted to the NASPAXRIV N3AT Visitor Control Center, no later than fourteen (14) days prior to your arrival date. Please note that it is the responsibility of the Sponsor to submit all requests as a complete package, which includes the cover letter (PAGE 3 OF THIS DOCUMENT) and the SECNAV forms for each individual guest that you are requesting access for.

It is imperative that package submission is provided no later than fourteen (14) days prior to your arrival date here at Solomons via email directly to the NASPAXRIV Visitor Control Center at

NASPAXR-VCC@us.navy.mil

with the subject line reflecting "NRCSOL RESERVATION" and the sponsor's name.

For security reasons, submissions will only be accepted via the NASPAXRIV Security team's functional email account and cannot be accepted at the NRC Solomons Navy Getaways office. It is important to verify that all forms are completed in their entirety; incomplete forms cannot be processed by the NASPAXRIV Visitor Control Center team and can delay the processing of your entire submission and request.

Directions for SECNAV form:

NOTE: Forms **MUST** be filled out in their entirety in black ink. All submissions, to include scanned documents and IDs, **MUST** be clear and legible. If any documents are not submitted in the required manner, it will delay the processing of your entire submission and request.

Questions 1-11: Please fill out **ALL** of the questions where applicable and in their entirety. Do **NOT** use nicknames.

Question 12: If you answer “YES”: Proceed to question 13. If you answer “NO”: You **MUST** provide a valid copy of the passport in which you hold citizenship. (i.e. if you hold citizenship with the United Kingdom, please provide the passport from the UK). You can also provide a Permanent Resident Card or Alien Registration Receipt Card.

NOTE: If you were born on a military installation outside of the U.S., please provide a copy of your U.S. Citizen Born Abroad birth certificate. If you are a naturalized citizen, you must provide your naturalization documentation or a valid U.S. Passport.

Question 13: If you answered “NO” to question 12, you must provide the country in which you hold citizenship. If you are a U.S. citizen and hold citizenship with another country, you must provide Security with a copy of the passport that you are claiming citizenship with.

NOTE: The installation does **NOT** recognize dual citizenship, but recognizes only the foreign citizenship. If you mark YES to this question, you **MUST** submit the proper documentation from the country you hold citizenship with.

Questions 14-19: You must provide your **FULL** Social Security Number (without this Security cannot process your request). If you are also providing a passport, in addition to providing a scanned copy, please include the passport number.

NOTE: If you are, a foreign national and do not have a Social Security Number, do not fill that space out and proceed to the passport information. All other persons are required to fill out their full Social Security Number.

Questions 20-25: Be sure to fill these questions out in their entirety. For question 25, put the sponsor for the reservation (be sure to include the reservation dates in this area) and the sponsor’s phone number.

Questions 26-28: Not applicable/Do not fill out

Questions 29-31: You must answer **AND** initial question 29. Please initial question 30. Sign and date question 31.

NOTE: ONLY THE PERSON WHOSE INFORMATION IS BEING PROVIDED CAN SIGN THIS DOCUMENT. FALSIFYING A SIGNATURE WILL BE AN AUTOMATIC DENIAL OF ACCESS AND CAN BE PUNISHABLE BY LAW.

NAVY GETAWAYS OVERNIGHT GUEST REQUEST

COVER SHEET

*****TO BE SUBMITTED WITH ALL SECNAV FORMS*****

SPONSOR NAME: _____

SPONSOR BRANCH OF SERVICE & STATUS: _____

SPONSOR CONTACT INFORMATION: _____

PRIMARY EMAIL: _____

PRIMARY PHONE NUMBER: _____

SPONSOR DATE/S OF STAY: _____

LODGING RESERVATION CONFIRMATION NUMBER: _____

LODGING UNIT/SITE RESERVED _____

LIST OF UNAFFILIATED GUESTS & DATE/S REQUESTING ACCESS:

****LIST IS TO BE ALPHABETIZED, NAMES ARE TO BE FORMAL LEGAL/PROPER NAMES (NO NICKNAMES/ALIAS) AND ALL FOREIGN NATIONALS ARE TO BE IDENTIFIED**

****DATE/S OF ACCESS REQUESTED TO BE PROVIDED FOR EACH INDIVIDUAL UNAFFILIATED GUEST**

