

ADDITIONAL INFO NEEDED TO COMPLETE THE NAVY ACCESS FORM

1. Equipment required: Computer with internet access, current version PDF reader program, printer. Scanner optional.
2. Go to SBAS website, find the Mugu trip, and download the blank Navy form 5512
3. Review the form to ensure you are OK with it. They want a lot of info.
4. Print out the form, or see #15
5. Read page 3 carefully (example: height must be in inches).
6. Fill out the form clearly in block printing. Illegible handwriting will be rejected.
7. Boxes 13-18 requires **both** Social Security and Drivers license #'s. The Navy's page 3 is not clear on that.
8. Box # 24: is now filled in for you.
9. Box #25: YOUR employer info: if not employed, write in "Visitor (N/A)". Do not leave blank.
10. Be sure to initial boxes #28 & 29.
11. The form must be signed, initialed, and dated on p.2.
12. Scan the form back into your computer as a 2 page .pdf with your name in the title.
13. E-mail to Jeff Hanson at jlh749@cox.net
14. Jeff can scan for you if needed. Hand carry or mail flat to Jeff. Do not fold..
15. For Advanced Computer Users:
If you have newer software, this form can be filled out electronically. This can be beneficial if you have poor handwriting. You still have to print out for signature, initials, and date.