



## SECNAV 5512-1

Each individual requiring base access must complete the 5512 Form. The form must be completed legibly and in black ink. Best practice is to type all information.

Complete line items 1-29 and print the form. Line items 29, 30, and 31 require initials or signatures to certify the applicable answer for felony conviction, accept the terms for returning the Local Population Identification Card, and attest that the information on the form is true and accurate to the best of your knowledge.

Scan the completed and signed form and save it under a file name containing "DIBS Request", name of the individual, and date.

## ODP Spreadsheet

Complete the spreadsheet with information from the 5512 form in the format specified. The access start date should be the date the form and spreadsheet are completed, and end date should be two years after that date. Do not include hyphens in the Social Security Number. Sponsor information is completed for you. Do not change, alter, or add formats, hyperlinks, or auto-fills to the spreadsheet.

You may include up to 20 individuals on the ODP Spreadsheet at a time. Each individual must also have a completed 5512 form. The ODP Spreadsheet and 5512 for each included individual must be sent in one email for processing.

Save the spreadsheet under a file name containing "ODP", name(s) of the individual(s), and date.

## General Information

The ODP Spreadsheet and a 5512 is required for each individual. Incomplete forms or spreadsheets will be sent back and not processed.

The subject of your email should include "Vetting Request for DBIDS", your company name, and the date.

Send the completed forms, questions, or concerns to the Fairlead Facilities Security Officer, Tim Richardt ([trichardt@fairleadint.com](mailto:trichardt@fairleadint.com)) or Assistant Facilities Security Officer, Savannah Wright ([swright@fairleadint.com](mailto:swright@fairleadint.com)).

Allow 14 business days after receiving the "sent for processing" email. Results are available online at [https://www.cnic.navy.mil/regions/cnrma/om/contractor\\_verification\\_system.html](https://www.cnic.navy.mil/regions/cnrma/om/contractor_verification_system.html).

## DBIDS Enrollment Process

Upon receiving a result of "Clear", individuals must go to a Visitor Control Center to complete the DBIDS process, including your photo, fingerprints, base restrictions, and other assessments. You will need to bring your photo ID (i.e. state issued ID card, Driver's License, and/or passport) and completed 5512 form in order to complete the process. Once finished, you will receive your DBIDS credential.

## Reference

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ODP Spreadsheet