

# Public Partners Program



**\*Must be a U.S. Citizen to apply\***

## *Application Instructions*

1. Go to the **DBIDS** Web Link at <https://dbids-global.dmdc.mil/enroll#!/>. If you are not successful with this link use the following Web Link <https://www.dau.mil/faq/p/DoD-PKI-Certificates> as an alternative. Follow the step-by-step instructions. You will be required to enter the following sponsor information:

**Sponsor Name:** Jenny Singler Hahn  
**Sponsor Email:** [jenny.y.singlerhahn@usmc-mccs.org](mailto:jenny.y.singlerhahn@usmc-mccs.org)  
**Sponsor Phone number:** (808) 254-2107  
**Comments (Purpose of visit):** MCCS- Public Partners Program

2. Please provide us the 5-digit alpha-numeric pre-enrollment confirmation code with your name, date of birth, and your \$10 application fee by 1) calling the Klipper Pro Shop at (808) 254-2107, 2) emailing Jenny Singler Hahn at [jenny.y.singlerhahn@usmc-mccs.org](mailto:jenny.y.singlerhahn@usmc-mccs.org), 3) mailing your information to us following the mailing instructions below, or 4) visit the Pro Shop in person for direct processing. Once you have been approved for the Public Partners Program Pass you will receive a phone call to go and pick up your DBIDS credentials at the Pass House.

3. Upon check in at the Pass House, you will be required to provide your 5-digit pre-enrollment confirmation code, the two forms of ID used to pre-enroll in **DBIDS**, valid Hawaii Driver's License, Vehicle Registration, Auto Insurance and Safety Check.

If you are mailing in your application please fill out the perforated form below and mail with your \$10 application fee to:

*Kaneohe Klipper Golf Course  
Attn: Public Partners Program  
Bldg. 3088  
MCB Hawaii, Kaneohe Bay, HI 96863*

*Checks payable to: MCCS*

Please allow up to 6 weeks for processing.

Please remember the "Public Partners Program" pass is offered to you as a privilege. The pass allows access to the K-Bay Lanes, Klipper Golf Course, and Officers' Club, only. If you are found anywhere on base other than these approved MCCS facilities, your privileges and access to the base will be revoked immediately.

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Full Name	Date of Birth	DBIDs 5-Digit Code	Email	Phone Number