

Public Partners Program



Must be a U.S. Citizen to apply

Application Instructions (Please allow up to 6 weeks for processing)

1. **Background Check.** All civilians entering Marine Corps Base Hawaii need to complete a criminal background check. The Base utilizes the DBIDS program to complete this check. To pre-enroll in DBIDS follow this web link <https://dbids-global.dmdc.mil/enroll#!/>. If you are not able to access the site by using this link, please follow the web link <https://www.dau.mil/faq/p/DoD-PKI-Certificates> as an alternative. For sponsor information, reference the following:

Sponsor Name: Jordan Behrens
Sponsor Email: jordan.behrens@usmc-mccs.org
Sponsor Phone number: (808) 254-2107
Comments (Purpose of visit): MCCS- Public Partners Program

2. **Completed DBIDS.** Upon completion and approval of your background check, you will obtain a personal **6-Digit DBIDS Code**.
3. **Guest Information.** Please complete the bottom portion of this form and submit, with a \$10 application fee, to the Klipper Pro Shop. This can be done at the Klipper Pro Shop, via email to the attention of Jordan Behrens at jordan.behrens@usmc-mccs.org, over the phone at (808) 254-2107, or via USPS Mail.

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

Checks payable to: MCCS

4. **Confirmation Email.** Once items 1, 2 and 3 are completed, you will receive a confirmation email prompting you to complete your registration with the Marine Corps Base Hawaii Pass House. The Pass House located at the Front Gate and is available Monday thru Friday, 7:00 am- 2:00 pm.
5. **Final Step.** At the Pass House, you will need to present your: 6-digit DBIDS Code, two forms of ID that you used for the online pre-enrollment process, State of Hawaii Driver's License, Vehicle Registration, Auto Insurance card and Safety Check. You will receive a "P" decal for the registered vehicle and DBIDS ID Card. With completion of the final step you will be enrolled in our "Public Partners Program" for one year. You are allowed access to patronize 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.

Full Name	Date of Birth	DBIDS 6-Digit Code	Email	Phone Number