



# Naval Support Activity Bethesda Installation Access Request

Please read below for full installation access requirements

Requested Access Date(s) - DD-MMM-YY

Visitor/Guest Name (LAST, FIRST)

Sponsor Name (LAST, FIRST)

Visitor Employer (if on official business)

Sponsor's Desk Phone

Destination on NSA Bethesda

## **Pre-Vetted Access**

For your visitor or guest's name(s) to be placed on a pre-vetted access list at the gates, you may submit an email at least (3) business days in advance (Monday through Friday, excluding Federal holidays) to:

**NSAB\_Base\_Access@us.navy.mil**

In the email subject line, specific **"Access Request: Pre-Vetted Access"**. Password protect this form and attach it with a completed **5512/1**. Send the password in a separate email. There are no exceptions to the 3-day deadline due to the large volume of requests that must be vetted. The "pre-vetted access list" is printed the afternoon prior and placed at the gates at 5 a.m. *NOTE: If your visitors/guests will be arriving prior to 5 a.m., please request access for both the day prior AND the day of the visit.*

## **Pick Up a Pass**

If you are unable to meet the deadline of (3) business days prior to the visit, submit an email to:

**NSAB\_Base\_Access@us.navy.mil**

In the email subject line, specify **"Access Request: Pick-up a pass"**. Password protect this form and attach it with a completed **5512/1**. Send the password in a separate email.

Have your visitor report to the Visitor Control Center at least one hour prior to their visit with two or more forms of valid ID as listed on form **5512/1**.