

## Helpful Tips to filling out the SECNAV 5512

### USE BLACK INK ONLY

#### Block 1 – 12

- Fill all blocks completely
  - o Use FULL NAME (**NO Nicknames**)
- Block 4, 5, 6, 11, 12
  - o Check the appropriate boxes

#### Block 13 - 18

Pick **ONE** that applies to you

##### **US Citizen Born In the US**

Complete **one** below:

- A. Full Social Security Number RECOMMENDED
- B. State ID (fill Block 13 – 18)

##### **US Citizen Born Outside the US**

**Follow US Citizen Born in the US** AND provide ONE of the following documentation

- C. US Passport number, Issued by state/court, Issued by Country, Issued date, Expiration date
- D. Citizenship Certification and Petition Number, Issued by state/court, Issued by Country, Issued date
- E. Born Abroad Birth Certificate (Provide a copy with SECNAV 5512)

##### **Non US Citizen (Non Green Card Holders)**

**Takes 45+ business days to process**

- F. Non US Citizens will need to go through the Foreign National Visitor Request process.
- G. Additional "Foreign Visitor" forms are required

##### **Alien Registration Number (Green Card Holders)**

- H. If you're a Non US Citizen but have a Valid Alien Registration Card, please provide that information on your SENAV 5512.

#### Block 19 – 24

- Fill all blocks completely
- Base Sponsor Info - MWR representative (if not already filled in)

#### Block 25 – 27 (Page 2)

- Fill all blocks completely
- Times/Date being requested for base access

#### Block 28 – 30

- Check a box completely IN **BLACK INK ONLY**
- **ALL INITIALS (Block 28, 29) AND SIGNATURE (Block 30) MUST BE WET BLACK INK**