

## MCAS Miramar- Base Access/Background Check Process

Per MCAS Miramar regulations, all non-affiliated civilians must undergo a background check in order for the Government to grant you clearance and authority to enter the base and attend your class. The background check will be conducted by the military. If you do not possess a United States Government Common Access Card (CAC) or Department of Defense Form 1173 Identification and Privilege Card, you must follow the steps below to receive a temporary base pass.

All civilians (instructors & students) who do not have military affiliation/base access must email the following information to [MiramarActiveDuty@sdccd.edu](mailto:MiramarActiveDuty@sdccd.edu):

- **Full Legal Name (First, Middle, Last)**
- **Date of Birth**
- **Driver's License info: State Issuer, License Number, and Expiration**
- **10-Digit Student ID Number**
- **Class you're enrolled in/teaching aboard MCAS Miramar**

This process applies even if you already have received a base pass, so it is highly important for you to follow the instructions below in order to receive a new base pass. This process is required to be completed at least 10 business days prior to the term start date. Base access will not be granted if you do not comply with the process within the respective timeline.

Here are some things to keep in mind that will help ensure a positive experience with the new process:

- Only enter the base through the East gate located off of Miramar Way until you have your new pass. Attempting to enter through any other gate may result in denied access.
- Arrive at least 3 hours before the start of your first class if you are picking up your temporary pass on the first day.

\*\*\*Please make sure you complete this as soon as possible, as we cannot guarantee you will be granted base access if this step is not completed within 7-10 days prior to the start date of your class.

The Pass & ID office is located at the East Gate off of Miramar Way; they operate Monday through Friday 7:30am – 3:30pm and can be reached at (858) 307-1463

You will be able to pick-up your base pass which will be valid for the duration of the 8-week session, up to 5 business day prior to the term start date (contingent upon passing the background check). It is recommended you arrive at least 2-3 hours before the pass office closes to ensure you will receive your temporary pass in a timely manner. You may be asked to show your Driver's License, current vehicle registration and proof of vehicle insurance at that time.

Please refer to our website for additional information and directions to our facilities aboard MCAS Miramar:

- <https://sdmiramar.edu/services/active-duty-military>
- [https://sdmiramar.edu/sites/default/files/documents/2019-01/Directions%20to%20MCAS%20Miramar%20Learning%20Center\\_1.pdf](https://sdmiramar.edu/sites/default/files/documents/2019-01/Directions%20to%20MCAS%20Miramar%20Learning%20Center_1.pdf)

If you choose not to undergo a background check, or MCAS denies you access, you will not be allowed to enter the base and must drop your class.

Students: If you need to select a replacement/alternate class and need assistance developing your options, please visit the Counseling Office and speak with Mrs. Nelson. She will give you priority in the service line, which will allow you immediate access to a counselor without the lengthy wait time.

- <https://sdmiramar.edu/services/counseling>

Thank you for your cooperation as we try to meet the requirements for non-affiliated civilians requesting access to military installations.

If you have any questions, please contact the Miramar College Liberal Arts Dean's Office at: 619-388-7873.