

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:

- **Full Legal Name (First, Middle, Last)**
- **Date of Birth**
- **Driver's License info: State Issuer, License Number, and Expiration**
- **US Citizen (Y/N)?**
 - **If your answer is NO, please provide the following: Passport/Visa/Resident Alien #**
- **10-Digit Student ID Number**
- **Class you're enrolled in/teaching aboard MCAS Miramar**

****Please note that if you are not a US Citizen, your background check will take more time for review. You are required to submit your information as stated above 3-4 weeks prior to allow the Visitor Registration Office to conduct their formal background check review. If sending you are sending your information closer to the class start date, it is not guaranteed your review will be completed in time. If that is the case, please drop your class immediately and reschedule for a different section that works better for you.**

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 4 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 4 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 – 4:30pm and can be reached at (858) 307-1463.

Upon approval, you will be issued a temporary base pass for a maximum of 30 days. Students will have to renew their pass once during an eight-week course. 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. **They stop issuing passes at 4:00pm, so keep that in mind when planning ahead to pick up your respective pass.** You may be asked to show your Driver's License, current vehicle registration and proof of vehicle insurance at that time.

Passes are only issued for one month, so you will be responsible to have your pass renewed prior to the expiration date to allow yourself time to make it to class on time.

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

- <https://sdmiramar.edu/services/active-duty-military>
- [Directions to MCAS Miramar- Vehicle Registration Office & Base Education Center](#)

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.

