

## **INSTALLATION ACCESS**

All guests 18 years or older must have a form of identification to arrive on base.

All persons 18 years and older entering Fort Shafter must carry a Government or State ID at all times (Hale Ikena is not responsible for security/access to the post).

Visitors with a valid Military/DOD/TWIC ID Card may proceed directly to the venue after clearing gate security.

Guests who are coming on base via Lyft/Uber/Taxi, please contact the company to see if they have drivers who have base access.

Guests under the age of 18 years or younger must be accompanied by an adult. This applies to all drivers under the age of 18. They cannot drive onto the installation unless accompanied by an adult in the vehicle.

For more up to date details on installation access, please visit the following website:

<https://home.army.mil/hawaii/about/visitor-information>

## **INSTALLATION ACCESS – FOR NON-MILITARY/DOD ID CARD HOLDERS**

As of June 1, 2023, the Fort Shafter Vehicle Control Center has permanently shut down. To get a one-day guest pass, guests and or entertainment vendors will have to go to Tripler's Vehicle Control Center prior to arrival at Fort Shafter only on the day of the event. Please have the following documents ready:

For the Driver of the Vehicle:

- Up to Date Driver's License
- Current Safety Check
- Current Vehicle Registration
- Current Auto Insurance Card
- Note: Identification is required for all passengers ages 18 years and older (i.e. Real ID Driver's License, U.S. Passport, U.S. Passport Card)
- Please have paperwork readily available as it requires time to process the 1-Day Guest Pass

For all guests 18 years and older within the Vehicle:

- All guests, not only the driver, who are 18 years and older will need to get a one-day guest for each adult

Passengers within the vehicle must have a form of identification ready as well when entering the installation. Please allow at least 15-20 minutes for the processing of one one-day guest pass. All vehicles are subjected to a vehicle inspection, so please plan ample time prior to arriving to the event.

**Please see the next page on how to fill out the Vetted Guest List Form.**

## VETTED GUEST LIST FORM

If you have a Military/DoD ID Card Sponsor, please fill out the following document with the guest information for your event, which will allow them gate access to the installation as a new alternative.

**Input all of the guests' and or entertainment vendor's information who are 18 years old or older, no minors (17 and under).** As a reminder, the person who is placed as the sponsor, will be fully responsible for all the guests/vendors they are sponsoring on base. **If the guest does not have a Driver's License, please provide their Permanent Resident Card Number or U.S. Passport Number.**

For the vetted guest list, do not alter the excel format, just fill in the blanks. It asks for the following information (names in alphabetical order):

- Guest Last Name
- Guest First Name
- Guest Birthdate
- Guest Driver's Real ID License Number/U.S. Passport Number
- Sponsor Full Name
- Sponsor Phone Number
- Installation/Day/Hours
- No information is needed on the following columns:
  - Company Name, Sponsor Organization, Expiration Date dd/m/yr

Please fill out as followed:

Example - FS Hale Ikena/20230625/1700-2230\*

\*This information is based on your event date, setup time until event end time\*

**Once this is filled out, please send it via email to the Hale Ikena Caterer No Later than two weeks (14 days) in advance prior to your event date. The Caterer will not accept any vetted guest list after the appointed deadline. No Exceptions.**

**Per Directorate of Emergency Services (DES) procedures, the vetted guest list is due no later than 14 days prior to event date.**

A background check is required for all guests 18 years and older coming onto the installation.

If there are any additional guests after the vetted guest list was submitted, those additional guests will need to get the one-day guest pass at Tripler's Vehicle Control Center only on the day of the event prior to arrival on Fort Shafter.

The Military/DOD ID card sponsor is responsible for the conduct and behavior of all guests. Inappropriate conduct or behavior may result in immediate removal.

**Please see the next page on non-U.S. Citizens access to an installation.**

## **VISITOR PASS ELIGIBILITY – NON-U.S. CITIZENS**

Per Directorate of Emergency Services (DES), all Non-U.S. Citizens are required to go through the FVR process, which is only digital through the Garrison Website. All request forms and email forms must be submitted one month prior to visitation of the installation. No Exceptions.

Website: <https://home.army.mil/hawaii/about/visitor-information>

Forms and details can be found on the website posted above.

Only the Garrison Commander of the US Army Garrison of Hawaii can authorize non-U.S. Citizens access onto the installation.

**\*\*Hale Ikena Community Activity Center and Pacific Palms Catering are not responsible for security/access for guests entering the installation.**