



**NAVY LEAGUE OF THE UNITED STATES**  
**CAMDEN – KINGS BAY COUNCIL**  
*Administration & Membership*

March 13, 2012

**To: Camden-Kings Bay Council Members  
Navy League Of the United States**

**Subject: Required Background Investigation**

Members in good standing of the Camden - Kings Bay Navy League Council are extended "guest" status by Naval Submarine Base Kings Bay. This status allows access to the Subbase and use of certain facilities such as the pool, the gym, the bowling alley, the Chapel, etc. (normal fees and charges apply).

To apply for guest status you must complete, have witnessed and return the attached Consent Form to the Subbase Security Department. The Consent Form authorizes Security to conduct a background check. Following successful completion of the background check you will be notified by a representative of the local Council that you are cleared to apply for your guest credentials (photo ID and vehicle stickers). The Consent Form and the background check must be completed annually to renew your privileges.

To apply for or to renew your privileges, complete the Consent Form, have a responsible person witness your signature, and mail to:

Department of the Navy  
Naval Submarine Base  
ATTN: Security Department, Code NP5  
Kings Bay, Georgia 31547

Or fax to (912)573-2100; or e-mail to [randy.sewell.ctr@navy.mil](mailto:randy.sewell.ctr@navy.mil) or [cheryl.parish@navy.mil](mailto:cheryl.parish@navy.mil)

It will take approximately 10 - 14 working days to complete the background check. If, after two weeks, you have not heard from the Council regarding the status of your background check, please contact the Base Pass & ID Office at 912-573-1180 to determine the status of your request.

To apply for your Base privileges, stop by the Base Pass & ID Office outside the Stimson Gate (junction of Kings Bay Road and Charlie Smith Hwy). Bring a photo ID, car registration and proof of insurance. Tell the clerk you are with the Navy League and they'll take good care of you.

Base Pass & ID Office hours are:

0700 - 1600 Monday - Thursday  
0800 - 1600 Friday  
0900 - 1400 Saturday/Sunday/Holidays

When requesting a Base ID and vehicle stickers, please keep in mind:

- You can only be approved for an ID after successful completion of a background check;
- You must be a member in good standing of the Camden - Kings Bay Council to obtain guest credentials;
- Background checks are valid for one year and must be repeated annually; submit a new Consent Form no earlier than 30 days prior to expiration of your current ID;
- To obtain your ID you must show a valid driver's license or other official photo ID. To obtain vehicle stickers you must present the vehicle registration and proof of insurance;
- Holders of Navy League Base IDs are not permitted to escort any non-ID holders onboard the Subbase. The only exception to this is for children under the age of 16.

Obtaining a Base ID and vehicle stickers is a privilege and a courtesy extended by the Navy, and not a right. Support for the men and women of the sea services, for their current and future missions, and for new initiatives critical to a strong maritime presence are the driving principles and goals of Navy League membership. Please contact Dave Burch at 912-882-4759, or [david.burch@tds.net](mailto:david.burch@tds.net), if you have any questions.

