

In Accordance with CG TRACENPETINST 5500.1D

Coast Guard TRACEN Petaluma Morale, Well-Being & Recreation (MWR)

Base Access & Sponsorship Policy



These are the details applicable to your visit and/or sponsoring a guest onto TRACEN Petaluma:

If you are accessing TRACEN Petaluma and have a military identification (ID) that grants you access to our facility you will be able to easily pass through the security gate. See the attached .pdf 'MWR Eligible Patrons' for examples. If you wish to bring an over 18, non-military guest you will need to 'sponsor' them and the process is outlined below. If you are sponsoring a foreign national please provide at least 30 day's notice.

Any person over 18 desiring access to TRACEN Petaluma must have in his/her possession a valid U. S. Government ID. Failure to produce such an ID will result in the person being denied permission to enter. If your ID states 'Federal Limits Apply' you will only be able to access the base as a sponsored guest and you must show a second, federally recognized ID (see below for examples). Persons who have been sponsored onto the base can still be denied entrance if they fail to produce a valid ID. Vehicle drivers are required to show valid proof of insurance and registration.

To sponsor a guest onto TRACEN Petaluma, fill out the 'MWR Facilities Use & Sponsorship Request Form', including the names and dates of birth of everyone over 18 and submitting it, along with a copy of your military ID, through our website <https://www.petalumamwr.com/facilitiesrequestform>. These documents will be screened and then provided to the person whom it concerns, for example: if you are here for a party in our movie theater, your information will be sent securely to that facility Manager who will then provide your documents and guest list to the security office. Our security office will then add your guest(s) into our RapidGate system allowing the front gate to quickly and easily let your guest through the gate after scanning their ID, verifying they are on a digital guest list and have already passed a pre-screen background check. This process should be very quick but will take a little longer if your party is larger. Though not required, it would behoove you and/or your guest to bring a printed copy of the MWR Facilities Use & Sponsorship Request Form completely filled out and *including the necessary approval signatures* in case there is a problem at the gate.

If you wish to sponsor a non-military, 18+ guest, you should take one of the following two actions:

- 1) ***Sponsoring a guest while you (the sponsor) are not physically present at the gate:*** Add your guests, including the names and dates of birth of anyone over 18, to the MWR Facilities Use & Sponsorship Request Form and submit this through our [website](#). In this scenario, sponsors are not required to be present at the gate, however, you are required to be on base and available by phone in case there is an issue with your guest getting through security. If you are not available by phone your guest may be denied entry. Please remember, you are responsible for the actions of your guests while in TRACEN Petaluma.
- 2) ***Sponsoring a guest while you (the sponsor) are physically at the gate:*** Go to the gate, in person, with your military ID. After everyone over 18 shows valid ID they will be allowed entry with you as their escort.

The additional attached documents may provide additional insight. If you have any questions please let us know.

Email – MWR@uscg.mil

Phone – 707.765.7341

Appendix C: Images of Acceptable Forms of Identification

1) Federally-issued Identification

a) U.S. Passport



b) U.S. Passport Card



c) PIV or Federally-issued PIV-I Cards



g) U.S. Military ID



h) Veteran's Health Identification Card issued by the U.S. Dept. of Veterans Affairs



d) Driver's license issued by the U.S. Department of State



e) Border Crossing Card (Form DSP-150)



f) Department of Homeland Security "Trusted Traveler" Cards (Global Entry, NEXUS, SENTRI, FAST)



i) U.S. Permanent Resident Card (Form I-551)



j) U.S. Certificate of Naturalization or Certificate of Citizenship (Form N-550)



k) Employment Authorization Document issued by Department of Homeland Security (Form I-766)



l) U.S. Refugee Travel Document or other travel document of immigration status issued by DHS containing a photograph (Forms I-327 and I-571)



m) TWIC



n) Merchant Marine Card issued by DHS/USCG



2) State-issued Identification

- p) State-issued EDLs, which are issued by:
 - i) Michigan



ii) Minnesota



iii) New York



iv) Vermont



v) Washington



t) Foreign government-issued Passport



u) PIV-I cards (issued by non-Federal Government entities)



3) Other

s) Native American Tribal Photo ID Samples

