



**MORALE, WELFARE AND RECREATION (MWR) ID REQUEST (Continued)**

**Instructions for completing DSCC Form 2313, MWR ID REQUEST**

1. Applicant completes the first portion of Section 1, reads the statement, sign and dates the form and provides the MWR Facility Manager a photo copy of Driver's License or state identification with photograph. The manager of the facility is the one the applicant intends on using (e.g. Fitness Center Manager, Golf Club Manager). *Applicants for the Fitness Center are typically also authorized use of the Golf Course but not vice-versa.*
2. MWR Facility Manager completes Section 1 and hand carries application and copy of driver's license or state identification with photograph to MWR Chief or designated representative. Document contains Personal Identifiable Information (PII) and must be properly handled.
3. MWR Chief or designated representative (**must be designated on DD 577**) completes Section 2. Documents are scanned to a **.tiff file** and emailed to the Pass and ID Lead. Destroy the original document.
4. The Pass and ID Lead will coordinate with Police Leadership (Police Chief, Deputy Police Chief and 1<sup>st</sup> Shift Supervisor) and email identification request form and driver's license or state Identification with photo to have them conduct a background check utilizing the LEADS program.
5. The Police will conduct the background check utilizing current procedures (LEADS) and email back to the Pass and ID Lead favorable or unfavorable results. Pass and ID Lead should retain this email as proof of check being complete.
6. Pass and ID Lead will contact the MWR Facility Manager informing them that the application is approved or disapproved.
7. Pass and ID Lead will scan the application into the Scan Database.
8. The MWR Facility Manager will:
  - a. Notify the applicant.
  - b. Working with the applicant, schedule an appointment at the Pass and ID office using the ID scheduler website: <https://centerwide.dscclia.mil/badgescheduler/Intro1.aspx>, The Pass & ID office is located in bldg 52. Normal Hours of Operation: M-F - 0745-1500 hours.
  - c. Once an appointment is made sponsor the applicant as a visitor in the Visitor Notification System: <https://centerwide.dscclia.mil/visitor/Secure/Details.aspx>
9. The Pass & ID Office will process the request for issue of the MWR ID Card in accordance with (IAW) ADMSOP #37 (Internal Procedures for the Pass & ID Office). The applicant must present a valid photo ID (i.e. State Driver's License or State Identification card with photograph)

**NOTES:**

- This form is only valid for 15 days from the date it is approved. It cannot be hand-carried to the Pass and ID Office.
- When completed the document must be treated as PII and properly handled.