BASE ACCESS PROCEDURES FOR NON-MILITARY RELATED STUDENTS

TCC students that do not possess a valid Department of Defense (DOD) Identification (ID) Card must obtain temporary access passes from the Pass and Identification Office at Joint Expeditionary Base Little Creek/Fort Story. A background check must be performed before the issuing of a base pass, a process that takes five to seven business days to complete. Late registrants may not receive access passes before their first class session.

The Pass and ID Office is located at gate three of JEB Little Creek/Fort Story which is accessible from Shore Drive.

- **If you plan on entering the base as a pedestrian, you are required to follow the procedures listed above to obtain a student base ID card.**
- **To receive a student base ID card you must present a valid photo such as a driver’s license, state issued ID card or passport.**
- **To receive a vehicle pass you must present a valid driver’s license, current vehicle registration, proof of insurance and proof of state inspection.**

Students are not allowed to sponsor or bring guests on the installation, nor are they allowed access to the installation on days that their classes are not scheduled.

Any student found in violation of these procedures will have their student base ID card and vehicle access pass revoked and a Letter of Exclusion that permanently bars them from the installation issued.

Students that are issued a student base ID card and vehicle access pass, and subsequently drop from a class must return the student base ID card and vehicle access pass to the Pass and Identification Office listed above.

JEB Little Creek/Fort Story Pass & ID Office Hours: Monday through Friday, 7:00 am - 3:00 pm. Students should plan to arrive no later than 2:30 pm. Call 462-4023 to verify customer service hours.

*Only students who are in possession of required passes will be granted access to the base. Individuals delivering students to the base must drop student at the gate.*

*Student base ID card and vehicle access pass will be issued one (1) working day prior to the student’s first class session.*