

Thank you for your interest in the Naval War College Museum. We look forward to hosting you!

Before receiving a visitor pass to the Naval War College Museum, **each adult, 18 years and older, must schedule a reservation and be cleared by Base Security.** Please call the museum at **401-856-5270** to schedule a reservation. In order to process through security, each adult must present a valid ID and a SECNAV 5512 Form to the Visitor Control Center, located at 299 Cloyne Ct, Newport, RI 02840.

All adults, 18 years of age and older, **must be in possession of ONE of the following types of ID:**

1.) Real ID - a Driver's license or State Identification Card. If ID states "Not for Federal Identification," it is NOT a Real ID. Look for the gold star on the front of the card to designate a Real ID.

2) VALID **US** Passport (Foreign passports require 2 weeks to process, please contact the museum).

3) A Veteran's Health ID Card

4) A Concealed Carry Permit

Visitors under the age of 18 are not required to provide ID. Once the accompanying parent(s) or guardian(s) have been cleared for base access, the minor will be cleared under the adult's supervision.

Each adult must fill out and sign his or her own SECNAV 5512 form for the Visitor Control Center, Blocks 28-30 must be initialed and signed in ink. If forms are not legible, information is missing, and/or not signed in ink, the forms will not be accepted by the Visitor Control Center.

To process through security, please report to the Visitor Control Center (**299 Cloyne Ct, Newport, RI 02840**) before 1:30 pm on the day of your visit. Once vetted, visitors will be issued pass(es) and may proceed to the museum through Gate 1 (see base map attached). No visitor will be admitted at the gate without a pass.

Please plan to submit your form prior to your visit to the museum, preferably 2 weeks in advance. Same day visits are possible, but are first come first serve with a daily admission limit.

You can mail a paper copy of your completed forms to us at Naval War College Museum, 686 Cushing Rd Newport, RI, 02841.

Driving on Base

If intending to drive on base, please present the following documents to the Visitor Control Center:

1. Vehicle registration

2. Proof of insurance

3. Driver's license

4. Rental vehicle drivers must be ready to present the rental agreement to both the Visitor Control Center and the gate guards. Additionally, the rental agreement must designate the individual seeking access as the primary vehicle driver.

If there are any questions, or you wish to check on the most up-to-date information, please email museum@usnwc.edu or call (401) 856-5270.

SECNAV Form 5512

Please begin by filling out all highlighted blocks.

In **Block 14** put your full Social Security Number (SSN). If your SSN is not provided, the background check cannot be performed. No other ID numbers are required besides the SSN.

After completing Blocks 1 – 23, please use the following information to complete Block 24:

Block 24

Sponsor Name: Ryan Meyer

Sponsor Phone: (401) 856-5270

Block 25 - Block 27

Block 25 MUST be filled out as part of the background check. Retirees and Unemployed are required to identify as such. Missing information will result in rejection of form. Blocks 26 and 27 are intended to specify for visitors who access the base for work purposes. For your museum visit, check off “Other” for work hours, and write down 10-4, the operational hours of the museum. For the “Work Days” section, please check off the day of the week on which your visit will be taking place.

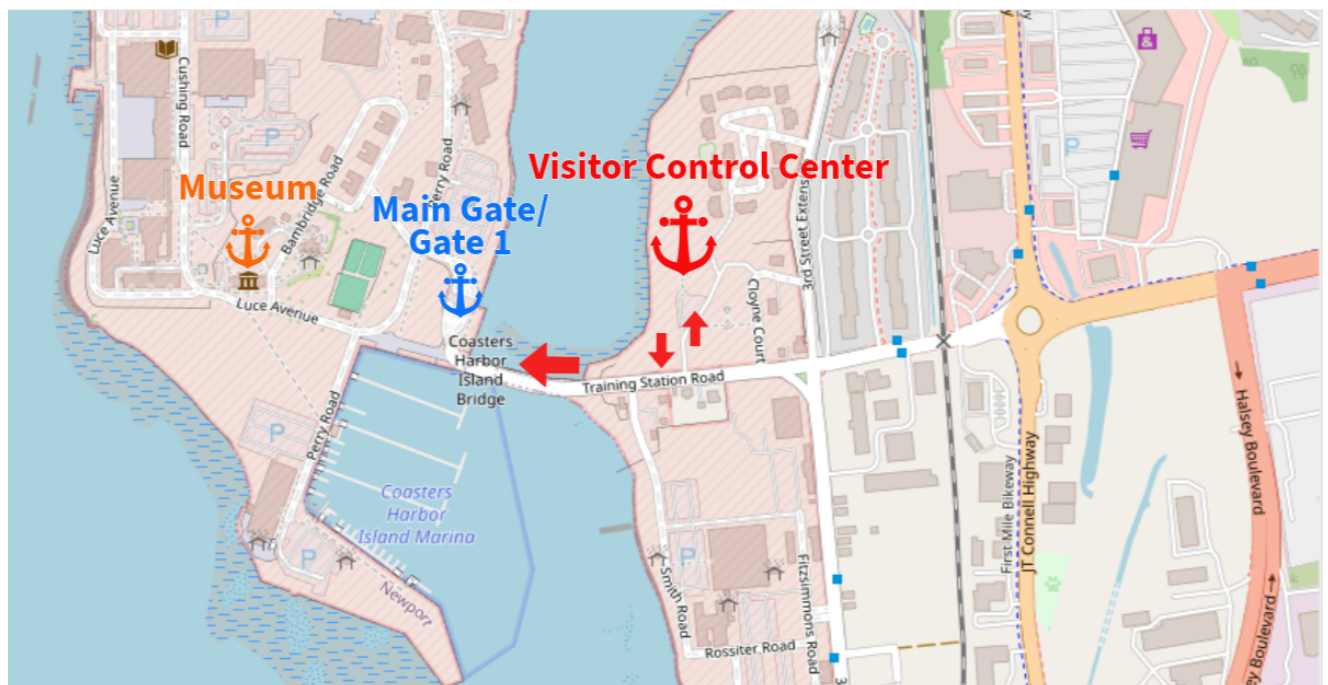
Completion & Submission of SECNAV Form 5512

After completing Block 1 – Block 27, print out the form, fill out Blocks 28 and 29 and initial in handwritten ink (the Visitor Control Center does not accept forms that are not initialed in handwritten ink). Read the information in Block 30 and sign in handwritten ink (digital signatures will not be accepted by Visitor Control Center.)

Please present your valid photo identification, vehicle registration, and proof of insurance to the Visitor Control Center upon your arrival.

Call 401-856-5270 to make a reservation. Visitor Control Center is located at 299 Cloyne Court, Newport, RI 02840

From the rotary, follow Admiral Kalbfus Road. At the 3rd St. traffic light, Admiral Kalbfus becomes Training Station Road. Make a right at the blue “Visitor Control Center” sign. Before crossing the bridge, proceed to the white building at the end of the lane. Check in for your parking pass. Make a right to proceed across the causeway onto Coasters Harbor Island/Naval Station Newport. After stopping at the guard station (GATE 1), make a left at the first stop sign onto Perry Road. Follow Perry Road, bearing right onto Luce Ave. Continue until you see the museum on the right. Parking is on the west side of the building.



Submission of Document

Creating Password Protections

Due to sharing sensitive information, the following steps should be taken to password-protect any documents sent directly to the museum.

Adobe Acrobat 2020

1. Click on "File"
2. Click on "Properties"
3. Click on "Security" (2nd Tab)
4. Go to "Security Method", go to the drop-down menu and select password security
5. Under "Document Open", click on 'Require a password to open the document'
6. Enter Password
7. A new prompt will come up asking to confirm the password, re-type password
8. You will see another prompt showing "Security settings will not be applied to the document until you save the document. You will be able to continue to change the security settings until you close the document" - Click "Ok"
9. Click "Ok" again
10. Save the document before closing so (otherwise, the security settings are not saved)
11. Send the password-protected form to museum@usnwc.edu
12. Call (401) 856-5270 and/or leave a voice message with the password or send the password in a separate email to museum@usnwc.edu

Microsoft Word

1. Open Word, click on the "Insert" tab at the top of the page
2. Click "Object" on the right-hand side (no need to click on dropdown arrow but if done, select "Object" again)
3. Select Tab "Create From File"
4. Select "Browse" and add the completed SECNAV 5512
5. Click "Display As Icon" which will insert the form into the word document
6. Go to "File"
7. Select "Info" (If not already highlighted by default)
8. Click on "Protect Document" on the right-hand side
9. Click on "Encrypt with Password"
10. Type in password and select "Ok"
11. Type in password again to confirm and select "Ok"
12. Click on the "Save" icon
13. Save the document (otherwise, the password-protection setting is not saved)
14. Send the password-protected document to museum@usnwc.edu
15. Call (401) 856-5270 and/or leave a voice message with the password or send the password in a separate email to museum@usnwc.edu