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 an accompanying parent(s) or guardian(s) has 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, then initial/sign the form in ink (Blocks 28 -31). If forms are not legible, information is missing and/or not signed in ink, the forms will be not be accepted by the Pass & ID Office.

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.

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 individual seeking access as the primary vehicle driver.

If there are any questions, please send questions to museum@usnwc.edu or call (401) 856-5270.

SECNAV Form 5512

Please begin by filling out Blocks 1 – 23.

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 Blocks 24 – 27:

Block 24
Sponsor Name: Ryan Meyer
Sponsor Email: museum@usnwc.edu
Sponsor Phone: (401) 856-5270

Block 25 & Block 26
Specific information is required for contractors but general visitors must also fill out this portion correctly (Retirees and Unemployed are required to identify as such); missing information will result in rejection of the form.

Block 27
Start Date - Desired visit date
End Date - Desired visit date

Destination: Naval War College Museum

Access Hours: check the Other box and fill in museum open hours: 10am - 4pm

Access Days: Pick the week day that corresponds to your visit

Anticipated Start Date Arrival Time: N/A

Purpose: Visit the Naval War College Museum

Completion & Submission of SECNAV Form 5512
After completing Block 1 – Block 27, print out the form, fill out Blocks 28 – 30 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 31 and sign in handwritten ink (digital signatures will not be accepted by Visitor Control Center.)

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 3rd St. traffic light Admiral Kalbfus becomes Training Station Road. Make a right at the blue "Visitor Control Center" sign. Proceed to white building at the end of the lane. Check in for parking pass. Make right to proceed across causeway onto Coasters Harbor Island/Naval Station Newport. After stopping at guard station (GATE 1) make a left at 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.

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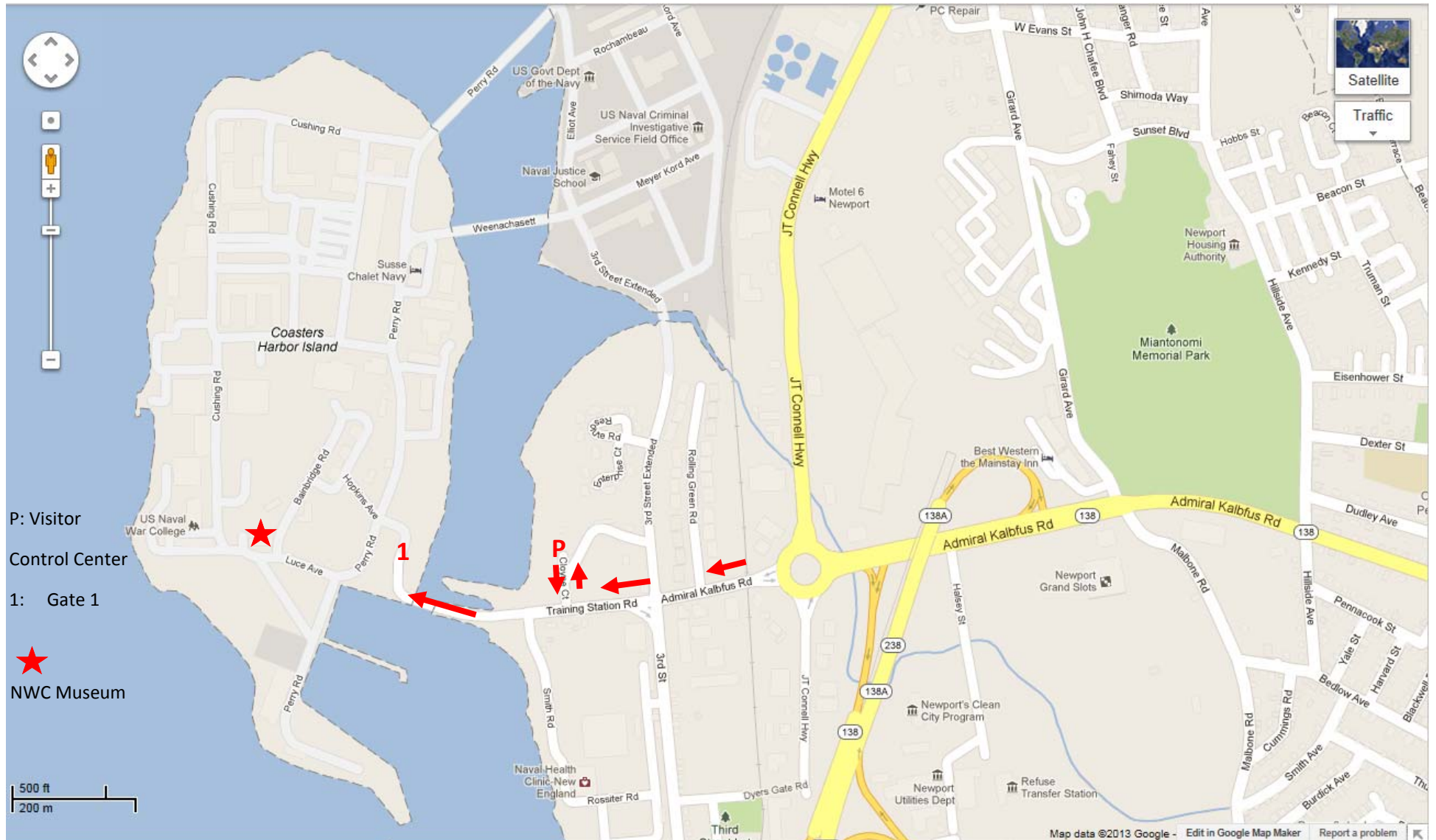
P: Visitor Control Center

1: Gate 1

NWC Museum

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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 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) 841-4052 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) 841-4052 and/or leave a voice message with the password or send the password in a separate email to museum@usnwc.edu