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| **NEWPORT NEWS SHIPBUILDING DRIVE-IN TAG REQUEST** | | | | | | | | | |
| To ensure safety and security within Newport News Shipbuilding (NNS) facilities, vehicular access is limited to those employees and contractors who have an established business need to drive in the facility. A separate form must be completed for each tag requested. All applicable fields must be filled in electronically. Any request submitted with incomplete or illegible information will not be processed.   The employee/department sponsoring the requested drive-in tag must email this completed request to [O15SecurityAccessControlCenter@hii-nns.com](mailto:O15SecurityAccessControlCenter@hii-nns.com). **Emails received from external organizations will not processed.** Department O15 Security and Emergency Management reserves the right to disapprove or revoke any drive-in tag requests or privileges. The request to renew a drive-in tag is reviewed for approval on a case by case basis.  **Please Allow up to 3 business days for processing.**  Drive-In sponsors will receive an approval/disapproval e-mail once the request has been processed. | | | | | | | | | |
| **Driver Information** | | | | | | | | | |
| **Full Name:** |  | | | | | | | | |
| **Employed By:** |  | | | | | | | | |
| **Driver’s License #:** |  | | | **Driver’s License State:** | |  | **License Expiration:** | |  |
| **SSN / PERNR:** |  | | | **Tag Start Date:** | |  | **Tag End Date:** | |  |
| **Justification for Drive-in Privileges:** | | |  | | | | | | |
| **Type of Request:** | New Request (No previous drive-in privileges) Transfer drive-in privileges from another individual Renewal (Has had drive-in privileges that recently expired) | | | | | | | | |
| **Drive-in Tag Required:** | United States Navy Officers and Commanding Officers (Individual)  Government Agency – Leased Vehicles – Sponsored by SupShip-NN (Organizational) Contractors - Sponsored by SupShip-NN (Organizational)  Government Agency and Government plates - Sponsored by SupShip-NN (Organizational) Contractors Sponsored by NNS Shipbuilding Programs (Organizational) Contractors sponsored by NNS Facilities (Organizational)  NNS Employees who are participating in special programs (Individual)  NNS Employees who are required by their department head to have ‘After Hours’ access. (Individual)  NNS Employees operating a vehicle leased to NNS (Organizational) VP / Director requiring drive-in access (Individual) | | | | | | | | |
| **By signing this request, I (NNS Visitor Sponsor or Employee’s Department Head) certify that I understand the  Newport News Shipbuilding vehicle access procedure (NN 12-206).** | | | | | | | | | |
| **Sponsor Name:** | |  | | | **Sponsor Phone Number:** | | |  | |
| **Sponsor Signature:** | |  | | | **Date Signed:** | | |  | |
| **Sponsor Represents:** | | **NNS** **SUPSHIP** **NRRO/RPCO** | | | **NNS Department:** | | |  | |
| **DEPARTMENT O15 SECURITY USE ONLY** | | | | | | | | | |
| **O15 Approver Name:** | |  | | | **O15 Approver Signature:** | | |  | |
| **By signing this request, I (to whom the tag is to be issued to) have received and agree to the** [**(NN 9264) Certificate of Compliance.**](https://supplier.huntingtoningalls.com/sourcing/docs/CERTIFICATE_OF_COMPLIANCE_9264.pdf) | | | | | | | | | |
| **Issued to Signature:** | |  | | | **Date Signed:** | | |  | |
| **Department O15 Access Control Center Staff** | | | | | | | | | |
| **Witnessed By:** | |  | | | **Issued On:** | | |  | |
| **Witness Signature:** | |  | | | **Issued Tag Number:** | | |  | |