Pass Registration Instructions

You are registered for the upcoming rifle matches. This is the procedure to process passes for civilians and passengers 18 or older. This procedure should be more efficient and secure.

Now, the new system requires that people requesting access must go on line to submit his or her information. Registration for an event can be completed three weeks prior to the event.

Each person must then go into the below website:

<https://www1.mcieast.usmc.mil/IARA/home/Disclaimer>

To register, clk “IARA – Marine.mil”, scroll down to end of the Privacy Agreements, clk “I Accept”. Select **"Request Sponsor"** at the top right. (The Privacy Agreement will appear a second time, clk “I Accept” again.

The Pass Application will appear. Clk down arrow for the "Event". Search for the upcoming rifle match Event at the top left corner and select. Next select "Visitor Type" **either driver or passenger**. Fill out all **information and select submit.** You will SAVE. **Besure to wait for the final confirmation and ID to be displayed before closing any window!** Every thing must be correct in order to receive a code that you must **write down**. The code is required to pick up your pass. If you do not receive the code, one will be emailed to you also**.** (Tip: SS # must not contain any dashes and phone # should be (xxx) xxx-xxxx)

**Each individual** that is attending this event **will have to go through this process for each event.** The sponsor, Mr. Hairston, will receive the request and review. Once the sponsor has reviewed, **you will receive an email** **notification** that your request has been submitted to Pass&ID.

**Our Sponsor is:  Joshua W Hairston, Phone 9104402949, email joshua.w.hairston@usms.mil**

Pass&ID will use your submitted information and conduct the required checks to review your request. Once PASS&ID completes the review, **you will receive** **another email notification about the determination of your request**.

Anyone under the age of 18 is not required to register as long as he or she is with an approved visitor.

**REMEMBER YOU HAVE TO PRESENT YOUR CODE AT THE GATE TO RECEIVE YOUR PASS! IF YOU DO NOT REGISTER ON LINE, YOU WILL NOT RECEIVE A PASS!**

Aug 2022