

On/Off-Base Business Information Sheet

****All on-base business approvals are valid for one year and must be re-submitted, annually. ****

A. Active Duty Personnel

A complete business packet includes the following:

- Complete Application includes:
 - Complete Sections I and II
 - Section III
 - Section IV
 - B. Commanding Officer / Department Head
 - F. Base Housing Approval - only if you live in basehousing
- Copy of Military ID
- Description of business with photos of sample products
- COVID-19 Mitigation Plan
- Authorization for Release of Information Form

B. Dependents

A complete business packet includes the following:

- Complete Application includes:
 - Complete Sections I and II
 - Section III
 - Section IV
 - A. Sponsor Approval
 - B. Commanding Officer / Department Head
 - F. Base Housing Approval - only if you live in basehousing
- Copy of Military ID
- Description of business with photos of sample products
- COVID-19 Mitigation Plan
- Authorization for Release of Information Form

Completed applications can be submitted at OSJA, Building 1 Room216.
For questions, call at 253-7226 / 5593 or visit website at
<https://www.mcasiwakuni.marines.mil/Organizations/Station/SJA/>.

Authorization for Release of Information

Yes No Information about my On Base Business may be provided to the public (e.g., put on a directory, given to potential clients, given to MCCA for notification of events (email only), etc.)

If marked "Yes", please mark beside the information that may be provided:

- Name
- Name of Business
- Phone number
- E-mail
- Other _____

Signature

Date