



CAC Office Hours

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CAC Office Locations and Hours of Operation	
Topside Badging Office Building 27 553-3203	<p>Monday through Thursday: Open for issuance and PIN reset from 0800-1200 and 1300-1600</p> <p>Friday: Closed for CAC issuance. Pin reset hours: 0800-0900 and 1330-1430</p> <p>CAC cards are issued on a first come first served basis. Prior to coming to the badging office, you are encouraged to call to ensure the CAC system is operational. The average time to produce a CAC is running a minimum of 15-20 minutes for each person. Please give yourself adequate time for this process.</p>
OTC Pass Office Building 6 524-2751	<p>Monday through Thursday: Open for issuance and PIN reset from 0800-1200 and 1300-1500</p> <p>Friday: Closed for CAC issuance. Pin reset hours: 0800-0900 and 1330-1430</p> <p>Consult the on-line CAC/PKI scheduler to schedule an appointment.</p> <p>Friday: Closed</p>

What to bring:

- If you are a contractor you must complete a DD Form 1172-2 and have it signed by your SPAWAR/SSCSD point of contact. You can [download the form](#) and [instructions](#) in PDF format. Other formats can be found at <http://web1.whs.osd.mil/ICDHOME/dd1000-.htm>.
- Everyone must bring two forms of government issued picture ID (e.g. SPAWAR/SSC SD picture badge, drivers license, state ID card, or CAC card will suffice). The picture I.D. must be current (not expired) with the exception of your existing CAC.