

Installation Access Request Form

VISITOR INFORMATION SECTION:

Pre-Register for your base pass: <https://dbids-global-enroll.dmdc.mil/preenrollui/#!/>

You can pre-register on any device including you cell phone and it only takes 5-10 minutes.

Use the link provided, scan the QR Code, or just google DBIDS and select the pre-register tab.



Select Purpose (Choose One): Contractor Employee Visitor Special Event Request

Company/Organization/Event Name:		
POC Name:	POC Number:	POC Email:

IMPORTANT: Complete the **Access Pass Information Section** before sending to the sponsor.

SPONSOR INFORMATION SECTION:

Request Start Date:	Request End Date:	Request Location(s):
Request Times:	Request Days:	
	Rank Last, First M.:	
	Organization:	
	Phone:	
	Email:	

VISITOR CONTROL CENTER SECTION:

Date:	SFS Member:	
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ACCESS PASS INFORMATION SECTION:

NOTE: If **No** in U.S. Citizen column, a copy of photo ID must be submitted with this form.

	Last	First	M.	DL State	DL #	US Citizen	Photo	DBIDS	6 Digit Code
1									
2									
3									
4									
5									
6									
7									
8									
9									
10									
11									
12									
13									
14									
15									
16									
17									
18									
19									
20									

ACCESS PASS INFORMATION SECTION CONT:

NOTE: Add 2 days additional processing time for every 20 visitors.

	Last	First	M.	DL State	DL #	US Citizen	Photo	DBIDS	6 Digit Code
21									
22									
23									
24									
25									
26									
27									
28									
29									
30									
31									
32									
33									
34									
35									
36									
37									
38									
39									
40									
	Last	First	M.	DL State	DL #	US Citizen	Photo	DBIDS	6 Digit Code
41									
42									
43									
44									
45									
46									
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