



DBIDS Visitor Enrollment System (DVES)



Visitor Pre-enrollment **General Public Edition**

*Pass and
Registration*





Base Entry Pre-enrollment

- Individuals or groups requiring installation access now have the ability to pre-register using the DBIDS Pre-Enrollment Website from any smart device prior to proceeding to a visitor center to initiate a visit pass request.
- Pre-Enrollment significantly reduces the amount of time a Defender spends entering identity data into the DBIDS system. The DVES concept was created using this Pre-Enrollment functionality combined with the following steps from the visitor and sponsor
 1. Completion of the pre-enrollment via any smart device
 2. Submission of QR/Alpha numeric code, copy of driver's license and Pre-enrollment worksheet, visit dates to the VCC via org box 9SFS.VCC.RegistrationRequest@us.af.mil.
- Identity proofing and vetting is still accomplished manually by Security Forces personnel (CVIA/Pass and Registration)
- After a satisfactory background check is complete, Pass and Registration will email sponsor that their guest has been approved and may proceed the installation gate for issuance of the visitors pass.



Process Steps

VISITOR	SPONSOR	VISITOR CENTER	Gate Arrival
Complete DBIDS Pre-Enrollment	Provide below visit information to Base VCC via email	Receive sponsor and visitor information via email	Visitor provides Drivers License to Defender and informs of pre-enrollment
Provide below visit information to Sponsor via email	Sponsorship information (based on local requirement)	Conduct Background Check via NCIC	Defender verifies profile has been created/vetted for fitness via profile
Completed Visitor Request form (based on local requirement)	Completed Visitor Request form (based on local requirement)	Create DBIDS profile by scanning QR/Alpha numeric code	Visitor has updated photo and fingerprints inputted into DBIDS computer
QR/Alpha numeric code from pre-enrollment	Visitor QR/Alpha Numeric Code	Take photo of Driver's License picture for biometric	Visitor pass created
Scanned/Photo copy of Driver's License	Scanned/Photo copy of visitor's Driver's License		
Visit Dates	Visit Dates		



Pre-enrollment Link

- Link: <https://dbids-global-enroll.dmdc.mil/preenrollui/#!/>





How to Pre-enroll



- Once on DBIDS site the tab will populate.
- Note: if nothing populates your page will have to be refreshed.
- The first tab will be the personal information tab. Please ensure this is filled out completely utilizing the SSN as the identifier.

PERSON INFORMATION

These fields ARE required

Person Name

First: Middle: Last: Suffix:

Date of Birth

Month: Date: Year:

Origin

Country of Birth: Citizenship:

Primary Identifier

Type: Value:

Step 1 of 5



Pre-enrollment step 2



- This information is used as identifying information used to confirm the identity of the visitor. Please ensure it is filled out completely and accurately

DEMOGRAPHIC INFORMATION

These fields are **NOT** required but recommended

Description

Gender: Male
Ethnicity: White
Hair Color: Brown
Eye Color: Brown

Height

Feet: 5
Inches: 8

Weight

Pounds: 175

Additional

Occupation: Contractor

BACK Step 2 of 5 NEXT



Pre-enrollment step 3

- The address tab is used incase the individual loses their credential, or we need to make contact regarding their visit on the installation. Please ensure all addresses are the most current available.
- Note: This is the visitor's home address.

Family Address

Line 1
123 Easy Street

Line 2
Line 2 (optional)

City/Town
Sacramento

Country
United States

State/Province
California

Zip/Postal
95903

Type
Home

[Add Additional Address](#)

Email

Address
easytest123@email.com

Type
Home

Phone

Number
1234567890

Extension
Ext

Type
Mobile

BACK

Step 3 of 5

NEXT



Pre-enrollment step 4



- In the Service Drop Down, you will select “Air Force”. In the State Drop Down, you will select “California”. Then you will click on “Beale AFB” from the list provided below.

SPONSOR INFORMATION

ⓘ These fields ARE required

Sponsor Name

First: Last:

Sponsor Contact Information

Email Address: Phone Number: Extension:

Site

Beale Air Force Base CA

Service: State: Filter Sites:

Site	State/Province
Beale Air Force Base	CA
Channel Island Air National Guard Station	CA
Edwards Air Force Base	CA
Fresno Air National Guard Base	CA
Los Angeles Air Force Base	CA
March Air Reserve Base	CA
Moffett Federal Airfield	CA
Travis Air Force Base	CA
United States Air Force Plant 42	CA
Vandenberg Air Force Base	CA

Comments (Purpose of Visit)

Contractor Badge

☒ I hereby authorize the DOD and other authorized Federal agencies to obtain any information required from the Federal government and/or state agencies, including but not limited to, the Federal Bureau of Investigation (FBI), the Defense Security Service (DSS), the U.S. Department of Homeland Security (DHS).

[Read More](#)

Step 4 of 5



Confirmation Code

- The easy 5 step process has now been completed.

- The Sponsor will send the Alpha Numeric Code to

9SFS.VCC.RegistrationRequest@us.af.mil

CONFIRMATION



Thank you, Your information has been submitted successfully.

Please print this page, save as a .PDF and or write down the alpha-numeric code below and bring it with you along with two valid forms of ID.

77JHQ4



This QR code will expire 03-02-2021

PRINT

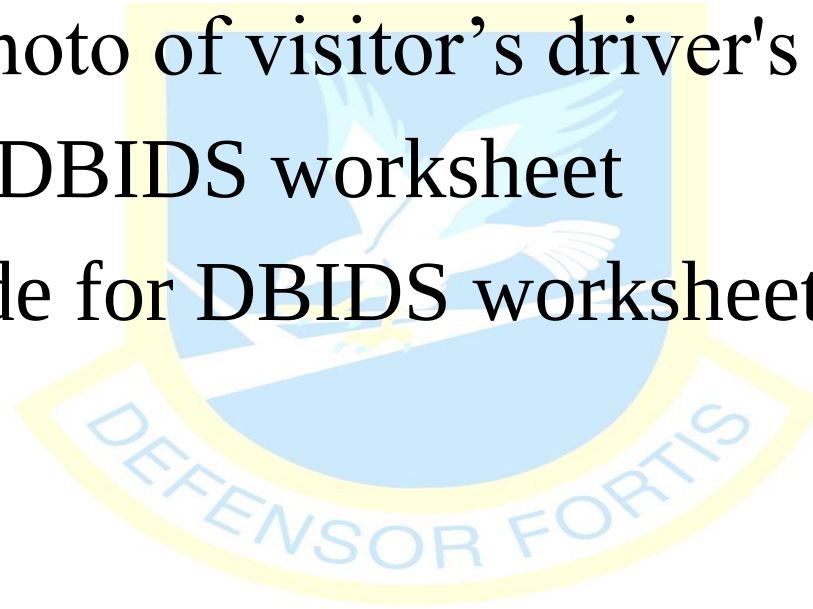
START NEW PRE-ENROLLMENT



Sponsor Steps

- Step 1: Receive DBIDS confirmation code from previous slide.
- Step 2: Receive photo of visitor's driver's license.
- Step 3: Complete DBIDS worksheet

NOTE: See next slide for DBIDS worksheet





DBIDS Worksheet



- Complete the following information in the worksheet.

VISITOR or CONTRACTOR PASS REQUEST					
PRIVACY ACT STATEMENT AUTHORITY: 10 U.S.C 5013 and Executive Order 9397 (SSN), as amended PURPOSE: To request and record the issuance of visitor & contractor identification badges for Edwards AFB. ROUTINE USE: DOD "Blanket Routine Uses" apply; SSN will be used to conduct a criminal background investigation through law enforcement. DISCLOSURE: VOLUNTARY. Failure to provide the requested information will result in non-issuance of the pass.					
Applicant go to website to begin pass registration: https://dbids-global-enroll.dmdc.mil/preenroll/#/ Applicant MUST provide high resolution photo of driver's license with this application. Applicant provide Alpha Numeric Code in SECTION I.					
SECTION I: VISITOR or CONTRACTOR INFORMATION PROVIDE WEBSITE CODE:					
VISITOR/CONTRACTOR NAME: (Last, First, MI)		COMPANY NAME: (if contractor)		DL# and State:	
DATE OF BIRTH:		SOCIAL SECURITY #		CITIZEN: (Country)	
HOME ADDRESS:				PHONE:	
PERSONAL EMAIL (Approved passes will be emailed):					
NOTICE: While on this installation, all personnel and property are subject to search. Controlled radioactive or explosive materials being brought onto Beale AFB must first be approved by the 9 RW Safety Office.					
SECTION II: VISITOR or CONTRACTOR VEHICLE INFORMATION					
This section applies to visitors and contractors with a need to operate motor vehicles on the installation.					
NOTE: To obtain a vehicle pass for the installation a valid copy of vehicle insurance must be presented to the badge issuing official. Vehicle owner must maintain current state certificate of registration and inspection for the vehicle operated.					
VEHICLE MAKE:	YEAR:	MODEL:	COLOR:	LICENSE PLATE #:	STATE: ☐ PRIVATE ☐ COMPANY
INSURANCE COMPANY NAME AND PHONE NUMBER:			POLICY EFFECTIVE DATE:		
			POLICY EXPIRATION DATE:		
SECTION III: BAFB SPONSOR (To be completed by Sponsoring Official) Email completed form & DL photo to: 9SFS.VCC.Registration.Request@us.af.mil					
HOURS OF THE DAY GRANTED TO VISIT/WORK:			VISIT/CONTRACT DATES: FROM: TO:		
DAYS OF WEEK GRANTED TO VISIT/WORK: ☐ MON ☐ TUE ☐ WED ☐ THU ☐ FRI ☐ SAT ☐ SUN					
SPONSOR NAME: (Last, First, MI):			LOCATION/S OF VISIT / WORK:		
SPONSOR EMAIL:			SPONSOR CELL PHONE#:		
I certify that the applicant has an official/ authorized need for the visitor/contractor pass and has been briefed on its proper use.					
SPONSOR SIGNATURE:			BUSINESS ADDRESS OR MILITARY ORGANIZATION OF SPONSOR:		
SECTION IV: Security (To be completed by Badge Issuing Official)					
BACKGROUND CHECK DATE:		APPROVED: ☐		DENIED: ☐ PENDING APPROVAL: ☒	
BADGE NUMBER:		DATE ISSUED:		EXPIRATION DATE:	
SIGNATURE OF BADGE ISSUING OFFICIAL:					



Sponsor Steps cont'd

- Step 4: email 9 SFS VCC org box 9SFS.VCC.RegistrationRequest@us.af.mil with the following
 - DBIDS pre-enrollment code
 - Photo of Visitors Driver's License
 - DBIDS Worksheet
- Step 5: Wait for 9 SFS approval email



Frequently Asked Questions

- **Q1: As the sponsor, I submitted the QR code for my visitor to the 9 SFS Pass and Registration office. How long does it take for me to obtain an approval response from Security?**
A1: Typically within 24-72 hours, but it could be as long as 5 days, depending on number of visitor requests being processed by 9 SFS Pass and Registration.
- **Q2: What types of visitors should use this new process?**
A2: This process applies to all contractors or visitors without CACs or DOD issued credentials needing to obtain unescorted access to Beale AFB. This process is only open to U.S. Citizens or U.S. Persons in possession of a Permanent Resident card or VISA.
- **Q3: If a visitor or contractor is traveling to Beale AFB with me in the same car to a meeting, would DBIDS Pre-Enrollment be required?**
A3: No, the Pre-enrollment process is not required; however, it could be utilized. If the visitor does not wish to use the pre-enrollment process they can obtain a visitors pass at the gate upon initial arrival.



Frequently Asked Questions Cont'd

- **Q4: For new employees who need access prior to getting a CAC, would this process be applicable to get them on the base until they can obtain a CAC?**

A4: Yes, DBIDS Pre-Enrollment would apply. The best way to proceed is for a new employee to schedule a CAC appointment with DEERS as early as possible and then use DBIDS Pre-Enrollment to secure the new employee a visitor's pass. This process should be used if there are extended wait times for a CAC appointment.

- **Q5: In the past, we have met our visitors at the Visitor Center and 9 SFS will conduct vetting and then a 1-30 day pass would be issued for the visitor. Can we continue to follow this process?**

A5: Sponsors and visitors are welcome to meet at the Visitors Center adjacent to Wheatland Gate. Once there they will be vetted and issued a visitors pass for a duration between 1 and 30 days, dependent on the duration of their visit. Only the Visitors Center and the 9 SFS Pass and Registration Office are authorized to write passes for up to 30 day.