

Welcome To Columbus Air Force Base!

The Visitor Control Center

108 Simler Blvd. Columbus AFB,
MS 39705

662-434-7133

Open: Monday - Friday 0730-1630

**Closed weekends, federal holidays,
and AETC family days.**



The Columbus Air Force Base Visitor Center provides passes for short and long term visits. All personnel visiting the base must report to the Visitor Center, to have a background check completed and a pass issued. The Visitor Center is also the focal point for functions and special events, they process Entry Authority Lists (EALs) for events with 15 guests or more. Only valid DoD ID cardholders are authorized to sponsor visitors onto Columbus AFB. Sponsors inherit full responsibility for their visitor's conduct while on base.

When the Visitor Center is closed, visitor passes will be issued at the main gate.

Personnel wishing to request a visitor pass may now do so electronically in addition to the traditional in-person method.

- The pre-registration process is not mandatory for passes. It is an option designed for the sponsor's convenience when requesting passes for your family & friends. The process was created to eliminate wait times, reduce contact during the COVID 19 Pandemic, and may also eliminate the need for sponsors to be present when visitors are receiving their pass.
- The pre-registration process is not available for contractors or delivery personnel. This program is only available for personal guests of DoD personnel.
- All personnel entering the installation are required to pass a background screening. Sponsors will be notified if a guest fails to pass a background screening.
- **All visitors are required to obtain an *Exception to Policy Memorandum (ETP)* signed by their sponsor's commander per local COVID restrictions.**

First Time Visitors:

- **First time visitors** should be pre-registered at the following link to further reduce wait times:

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

- **Sponsors** should email the Visitor's Center at 14SFSS5B@us.af.mil with the following information:
 - * Visitor name, DOB, and SSN
 - * Visitor Driver's License number & State of Issue or other Federally recognized identification
 - * Vehicle Info (year, make, model, plate)
 - * Dates of visit
 - * Locations of visit
 - * Sponsor name and SSN
- Fingerprints & photo will be taken at the VCC for all **first time visitors**.

Returning Visitors:

- **Returning visitors** who have been registered in DBIDS previously do not need to preregister.
- **Sponsors** must email the Visitor's Center at 14SFSS5B@us.af.mil with the information listed above. The pass will be generated and kept at the VCC for pickup.

All Visitors that are driving onto the installation need to bring:

- State issued driver's license
- Current vehicle registration
- Proof of insurance

Passes are required for all personnel 16 years of age and over. Anyone needing a visitor pass must bring a valid state or federally issued identification to enter the installation. Children under the age of 16 may be sponsored by an accompanying adult without the need for a pass.

Photographs & fingerprints are necessary to complete registration in DBIDS and must be completed for all new visitors. This will be done at the VCC by Security Forces personnel prior to issuing a visitor pass.

Sponsors do not need to be present at pick-up if the pass was requested through the VCC org box.

All requests of base access for **Foreign Visitors** must be processed 30 days prior to arrival. **Please call 662-434-7133 for more details.**

If I've visited another base in the past will I be automatically pre-registered into DBIDS?

Yes, since you have visited another installation you should already be in the DBIDS system.

Does my Sponsor have to be with me to obtain my pass?

No, provided your sponsor processed their request for your pass through the VCC org box and all necessary information. If your Sponsor did not send the Visitor Center an email, then your Sponsor will have to physically be present to create and issue the pass.

Does my Sponsor have to be with me in order to enter the base?

Your Sponsor does not have to be with you to enter the base. As long as you have a DBIDS pass and have been vetted onto the installation, then you may enter the base.

What's an Exception To Policy Memorandum?

The Exception To Policy Memorandum (ETP) is a signed document that your Sponsor received from his/her chain of command that grants their visitors permission to enter the base. Without this document during the COVID 19 Pandemic, you ***will not*** be able to access base.

Why does it take longer to obtain a visitor pass after business hours?

After business hours a pass may be obtained at the Main Gate. It may take extra time for the pass to be created because the gate guards are controlling inbound traffic while processing the visitor request.