



14th Flying Training Wing



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Visitors Passes

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Information Needed for Pass



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First Time Visitors:

- First time visitors need to pre-register in an effort reduce wait times at:
 - <https://dbids-global-enroll.dmdc.mil/preenrollui/#/>
- The sponsor will email 14SFSS5B@us.af.mil (FOUO from an encrypted source) with the below information for each visitor:
 - Full Name of Visitor
 - Date of Birth
 - Drivers License Number/State of Issue or any federal recognized identification
 - Social Security Number (SSN)
 - Vehicle Information (Make, Model and Plate Number of Vehicle)
 - Start/end date of the stay as well as location of visit
 - Sponsors Name and SSN
 - **A valid Exception to Policy Letter signed by your Unit/CC**

Returning Visitors:

- Visitors who have been registered in DBIDS previously do not need to pre-register.
- The sponsor will email the same information as first time visitors.
- Pass will be generated; awaiting visitors arrival.

Pass Pick-Up:

- Ensure visitors have valid vehicle registration/insurance with them when they pick up the pass.
- First time visitors will need to have fingerprints and pictures taken before the pass is issued.
- Sponsors do not need to be present for the visitor to pick-up the pass.

NOTE: If a member were not to pass the background check an e-mail will be sent to the sponsor informing them the request for pass is denied.

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General Information

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- The pre-registration process is not mandatory for passes. It is designed to speed up the process for you as the sponsor and your guest. This may also eliminate the need for sponsors to be present when visitors are receiving the pass.
- One key piece of information to keep in mind is you have to send the request encrypted through the government e-mail system marked as FOUO (soon CUI). This request will need to have an Exception To Policy memorandum signed by the sponsors unit commander in accordance with current COVID restrictions.
- All personnel entering the installation are required to pass a background screening through the National Crime Information Center. If a persons background contains criminal convictions they made be denied entry. An e-mail will be sent back to the requestor notifying them the guest they are attempting to sponsor did not meet eligibility requirements. The list of convictions that prevent entry to the installation are located in the base Integrated Defense Plan available to DoD CAC holders on the Wing Plans SharePoint site.

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DBIDS Pre-Enrollment site Example



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The screenshot displays the DBIDS Pre-Enrollment website interface. At the top, a progress bar indicates five steps: PERSON, DEMOGRAPHIC, ADDRESS/CONTACT, SPONSOR, and REVIEW. The 'PERSON' step is currently active. Below the progress bar, the main content area features a heading 'WELCOME TO DBIDS PRE-ENROLLMENT' with a globe icon. A paragraph states: 'This site was designed to help expedite your processing time before entering a government installation.' Below this is a disclosure: 'Disclosure - Providing registration information is voluntary. Failure to provide requested information may result in a denial of access to benefits, privileges, and D.o.D. installations, facilities and buildings.' A privacy notice follows, explaining that the site collects Personally Identifiable Information (PII) and that its use is limited to the intended purpose. At the bottom of the main content area, a green 'GET STARTED' button is highlighted with a black arrow pointing to it from the right. The footer contains the text: '© 2017 - D.o.D. / DMDC West - All rights reserved. Form Approved: OMB No. ###-###'.

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DBIDS Pre-Enrollment site Example



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PERSON DEMOGRAPHIC ADDRESS/CONTACT SPONSOR REVIEW

PERSON INFORMATION

These fields ARE required

Name

Date of Birth **Country of Birth** **Citizenship**

Primary Identifier

Secondary Identifier

Issuing Country

Insert all personal information





DBIDS Pre-Enrollment site Example



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PERSON DEMOGRAPHIC ADDRESS/CONTACT SPONSOR REVIEW

Fill out demographic information

DEMOGRAPHIC INFORMATION

ⓘ These fields are NOT required but recommended

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

Height: 6 0
Weight: 134

Occupation: Manager

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DBIDS Pre-Enrollment site Example



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PERSON DEMOGRAPHIC ADDRESS/CONTACT SPONSOR REVIEW

ADDRESS/CONTACT INFORMATION

These fields ARE required

Primary Address
2 Main Street Line 2 (optional)

City/Town City Ville State/Province Alaska Zip/Postal 12345 Country United States

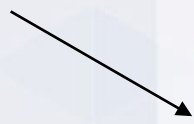
Type Home

Add Address

Email email@email.com Type Home

Phone 8585587474 Type Home

Insert address and email/phone number





DBIDS Pre-Enrollment site Example



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PERSON



DEMOGRAPHIC



ADDRESS/CONTACT



SPONSOR



REVIEW

Insert your sponsors information

SPONSOR INFORMATION

These fields ARE required

Sponsor Name

Smith

Dave

Sponsor Email

ds@mail.com

Sponsor Phone

8785587878

Comments

Comments

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 (DSS).

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Step 4 of 5

SUBMIT

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DBIDS Pre-Enrollment site Example



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PERSON DEMOGRAPHIC ADDRESS/CONTACT SPONSOR REVIEW

CONFIRMATION

Write down the alpha-numeric code and bring it to the Visitors Center when you arrive.

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.

This QR code will expire

PRINT

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