

Department of the Air Force

Visitor Control System Virtual Access Requests Joint Base Andrews





Virtual passes

■ **WHAT IS NEEDED TO CONDUCT A VIRTUAL PASS**

- Visitor Creates a DBIDS Profile on <https://dbids-global-enroll.dmdc.mil/preenrollui/#/landing-page>
- Visitor needs to provide a Driver's License/ID and their Social Security Number
- Visitor will need to provide a scanned front & back photo copy of an approved valid Identification to the sponsor
- Visitor will need to provide a clear, well lit, front facing bust (Passport Style) photo to the sponsor



Virtual passes

STEP 1

Visitor visits the following website and fills out a Pre-Enrollment Request.

[“https://dbids-global-enroll.dmdc.mil/preenrollui/#/landing-page”](https://dbids-global-enroll.dmdc.mil/preenrollui/#/landing-page)



Virtual passes

Visitors legal first, middle, and last names (suffix if applicable)



Person Name

First	Middle	Last	Suffix
<input type="text" value="John"/>	<input type="text" value="The"/>	<input type="text" value="Doe"/>	<input type="text" value="Jr"/>

Visitor's date of birth and citizenship



Date of Birth			Origin	
Month	Date	Year	Country of Birth	Citizenship
<input type="text" value="January"/>	<input type="text" value="1"/>	<input type="text" value="2000"/>	<input type="text" value="United States"/>	<input type="text" value="United States"/>

Visitor's Social Security number



Primary Identifier

Type	Value
<input type="text" value="SSN"/>	<input type="text" value="123456789"/>

Visitor's valid credential information



Secondary Identifier ✕ Remove

Type	Value
<input type="text" value="Drivers License"/>	<input type="text" value="D123456789"/>
Issuing Country	Issuing State/Province
<input type="text" value="United States"/>	<input type="text" value="Maryland"/>



Virtual passes

Visitor's description matching valid credentials



Visitor's height and weight



DEMOGRAPHIC INFORMATION

These fields are NOT required but recommended

Description

Gender: Ethnicity: Hair Color: Eye Color:

Height

Feet: Inches:

Weight

Pounds:

Additional

Occupation:

BACK Step 2 of 5 NEXT



Virtual passes

Visitor's physical address



Visitor's Email



Visitor's phone number



ADDRESS/CONTACT INFORMATION

These fields ARE required

Primary Address

Line 1:

Line 2:

City/Town:

Country:

State/Province:

Zip/Postal:

Type:

[Add Additional Address](#)

Email

Address:

Type:

Phone

Number:

Extension:

Type:

BACK Step 3 of 5 NEXT



Virtual passes

Sponsor's first and Last Name



Sponsor's contact information



Installation visitor is requesting access to.



Duration of Visit (cannot exceed 30 calendar days)



Purpose of Visit



SPONSOR INFORMATION

These fields ARE required

Sponsor Name

First: Last:

Sponsor Contact Information

Email Address: Phone Number: Extension:

Site

Joint Base Andrews MD

Service: State: Filter Sites:

Site	State/Province
Joint Base Andrews	MD
Warfield Air National Guard Base	MD

Date of Visit

Start Date: End Date:

Purpose of Visit

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](#)

BACK Step 4 of 5 SUBMIT



Virtual passes

The Visitor will save (Print as PDF) this confirmation page to send to the sponsor.

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.

TY3Y3F



This QR code will expire 12-Oct-2021

PRINT

START NEW PRE-ENROLLMENT



Virtual passes

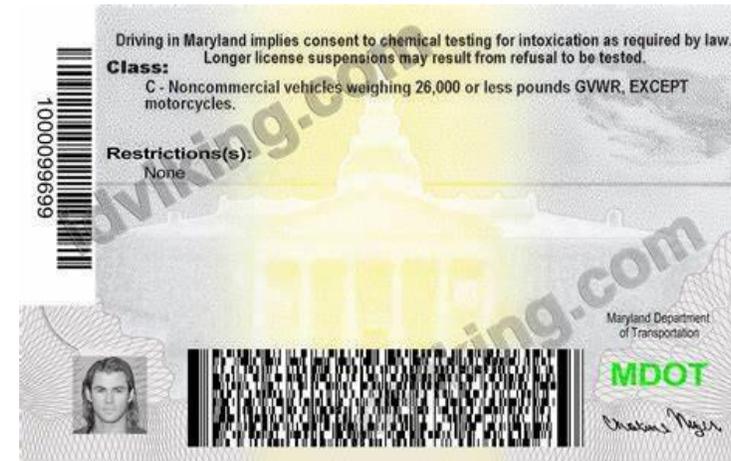
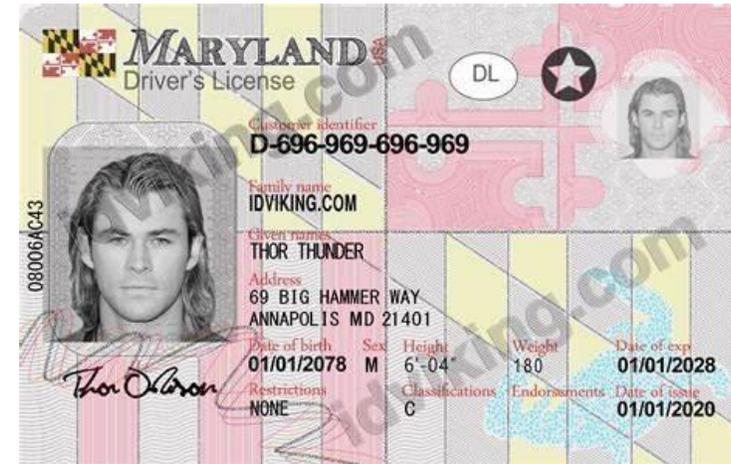
STEP 2

Visitor scans both the front and back of their valid photo ID



Virtual passes

The Visitor will Scan both the front and back of their valid photo ID and email to their sponsor





Virtual passes

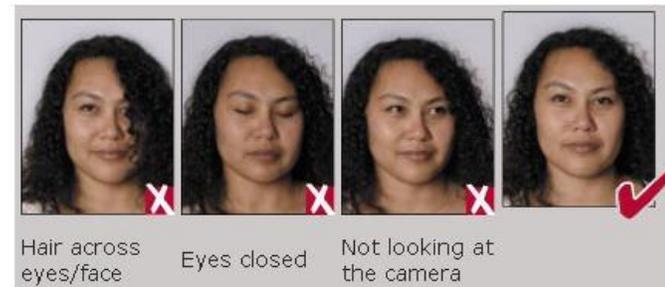
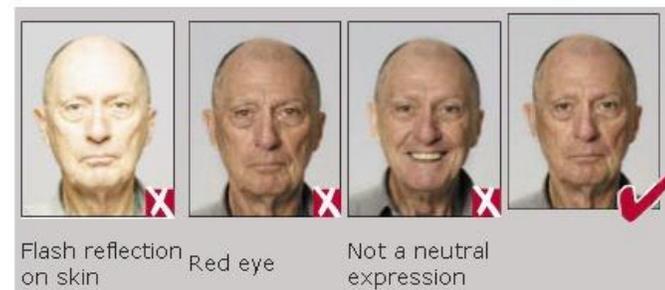
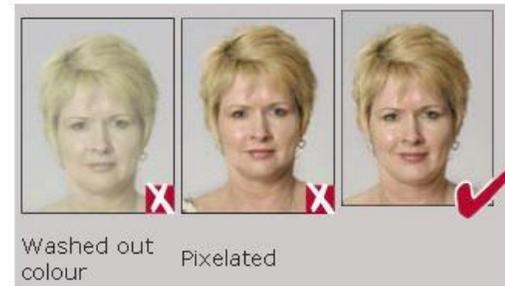
STEP 3

Visitor provides a clear, visible, Passport Style Photo



Virtual passes

The Visitor will Provide a clear, visible, Passport Style Photo of themselves and email to their Sponsor.





Virtual passes

STEP 4

Sponsor completes the 316th SSPTS Unofficial Visitor Request Form



Request Form

Step 4

- **Complete the 316th SSPTS Unofficial Visitor Request Form**
 - [316th SSPTS Unofficial Visitor Request Form](#)
 - **This form can also be accessed on the JB Andrews Visitor Center Page**
 - **This form will be emailed to the VCC Org Box with all other forms**



Request Form Example

FOR VCC USE ONLY		DATE RECEIVED: EXAMPLE		***FOR VCC USE ONLY***			
CCH TRACKER:	CCH:	B.A.L.:		NOTIFIED BY/DATE:			
		316th Security Support Squadron/Visitor Control Center Unofficial Visitor Base Pass Request					
JTC		Revised 10 Dec 2015				JTC	
Military / Civilian Sponsor Information							
Rank	MIL / CIV	Last Name	PERSON BRINGING VISITOR	First Name	PERSON BRINGING VISITOR		
E-Mail Address				Contact Number			
Visitor Information							
<p style="color: red; font-size: small;">PRIVACY ACT 1974- Contents shall not be disclosed, discussed, or shared with individuals unless they have direct need-to-know in the performance of their official duties. Deliver this document directly to the intended recipient. DO NOT drop off with a third-party.</p> <p>*MUST BE DELIVERED A MINIMUM OF 72 HOURS PRIOR TO VISIT*</p>							
Visitor Control Center email: 316.SPT.Visitor.Center@us.af.mil							
Last Name	First Name	Middle Name	DOB	DL State/Number	Start Date	End Date	Destination
				ACCEPTABLE FORMS:			
VISITOR INFO	VISITOR INFO	VISITOR INFO	VISITOR INFO	DL STATE AND #	FIRST DAY	LAST DAY	WHERE YOU WILL STAY
				US PASSPORT	ON BASE	ON BASE	ON BASE
				STATE ID			
					MAXIMUM OF	MAXIMUM OF	
					30 DAYS	30 DAYS	
DO NOT SEND THIS REQUEST FORM WITH DOB AND DL NUMBER FROM A COMMERCIAL/PERSONAL EMAIL ACCOUNT (E.G. YAHOO); IF YOU CANNOT SEND FROM GOVERNMENT EMAIL ADDRESS, PLEASE DROP OFF FORM AT VCC.							



Virtual passes

■ Sponsor Actions

- **STEP 1:** Gather the below items from the visitor
 - Pre-Enrollment Request Confirmation
 - Valid Photo ID
 - Appropriate Photo

- **STEP 2:** Email the Visitor request form with all other attachments, from a “.mil” account, to **316.SPT.Visitor.Center@us.af.mil**

- After the Visitor Control Center Processes the request, an email will be sent to the sponsor with the finalized Visitor Pass to be scanned at the Base Access Control Point upon arrival, or privileges will be added to the visitor’s ID provided, if able.



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■ CONTACT INFORMATION:

- For any questions or concerns please contact the Visitor Control Center
 - Phone: (301) 981-0232
 - Email: 316.SPT.Visitor.Center@us.af.mil