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**

  - 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

STEP 1

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

"https://dbids-global-enroll.dmdc.mil"

Virtual passes

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

Visitor's date of birth and citizenship

Visitor's Social Security number

Visitor's valid credential information

Person Name

First	Middle	Last	Suffix
John	The	Doe	Jr

Date of Birth

Month	Date	Year
January	1	2000

Origin

Country of Birth	Citizenship
United States	United States

Primary Identifier

Type	Value
SSN	123456789

Secondary Identifier   × Remove

Type	Value
Drivers License	D123456789

Issuing Country	Issuing State/Province
United States	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
Male	Other	Red	Green

Height

Feet	Inches
5	10

Weight

Pounds

200

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
123 Spooner St	Line 2 (optional)

City/Town	Country	State/Province	Zip/Postal
Clinton	United States	Maryland	20762

Type

Home

➕ Add Additional Address

Email

Address	Type
John.doe@gmil.com	Personal

Phone

Number	Extension	Type
(●●●) ●●●—●●●●	Ext	Mobile

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
`John`

Last
`Doe`

Sponsor Contact Information

Email Address
`Jane.Doe@gmail.com`

Phone Number
`123-456-7890`

Extension
`Ext`

Site

Joint Base Andrews   MD   ×

Service
`Air Force`

State
`Maryland`

Filter Sites
`Filter results`

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

Date of Visit

Start Date
`09/13/2021`

End Date
`09/17/2021`

Purpose of Visit

`ID card renewal at the MPF.`

☑ 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

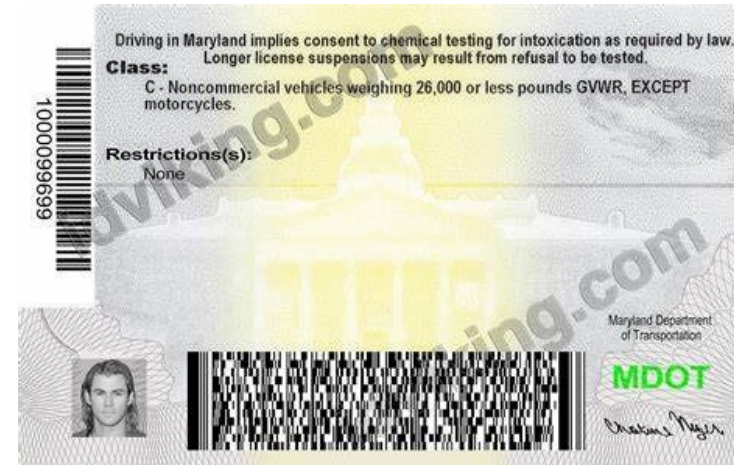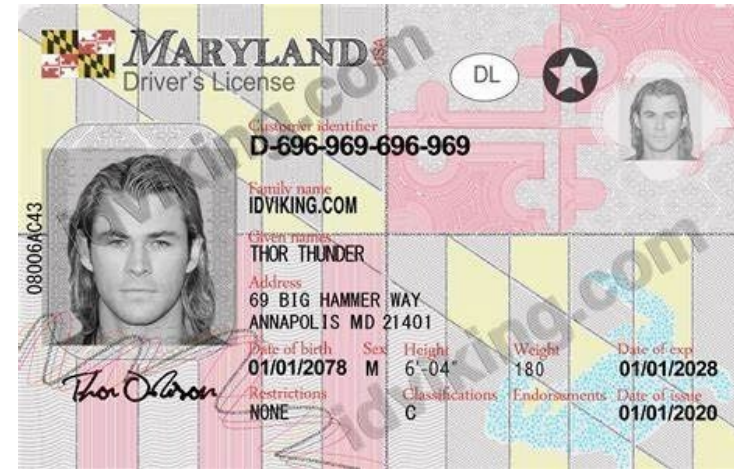This QR code will expire 12-Oct-2021

PRINT

START NEW PRE-ENROLLMENT

STEP 2

Scans both the front and back of their valid photo ID

The Visitor will Scan both the front and back of their valid photo ID and email to their sponsor
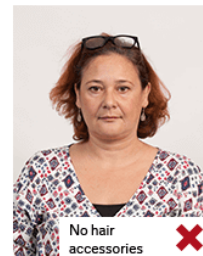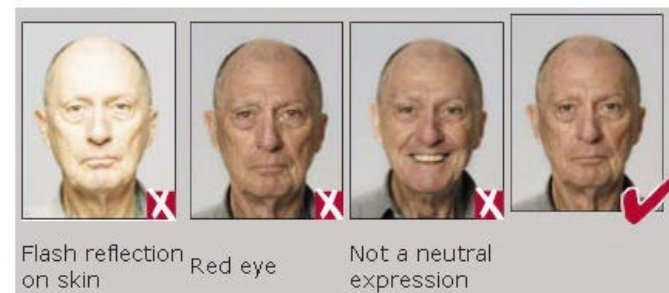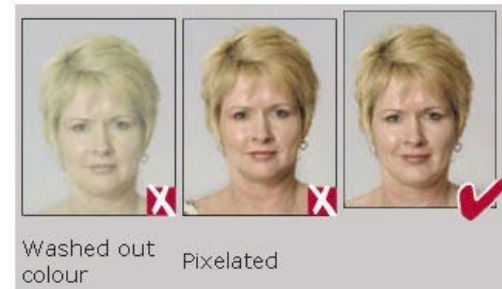
STEP 3

Provide 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

- **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 with attachments, from a ".mil" account, to
    316.SPT.Visitor.Center@us.af.mil

  - After the Visitor Control Center Processes the Visitor, an email will be sent to the sponsor with the finalized Visitor Pass to be scanned at the Base Access Control Point upon arrival.

Virtual passes

- **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