

DBIDS Virtual Enrollment System (DVES)

Virtual Visitor Pass Request

F. E. Warren AFB



90 SFS/S5



Virtual Pass



- **WHAT IS NEEDED TO CONDUCT A VIRTUAL PASS**
 - Visitor Creates a DBIDS Profile on <https://dbids-global-enroll.dmdc.mil>
 - Provide QR code to Sponsor
 - Visitor provides a scanned front & back photocopy of a Real ID compliant State or Federal issued identification to the Sponsor
 - Sponsor provides above QR code, Real ID photocopy, and completed FEW Visitor Request form to 90SFS.S5.S5Communications@us.af.mil



Step 1



- Visitor visits the following website and fills out a Pre- Enrollment Request located at:

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



Step 1, Cont.



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"/>

Date of Birth

Month	Date	Year
<input type="text" value="January"/>	<input type="text" value="1"/>	<input type="text" value="2000"/>

Origin

Country of Birth	Citizenship
<input type="text" value="United States"/>	<input type="text" value="United States"/>

Primary Identifier

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

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"/>

Visitor's date of birth and citizenship



Visitor's Social Security number



Visitor's valid credential information





Step 1, Cont.



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



Step 1, Cont.



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:

Step 3 of 5



Step 1, Cont.



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](#)

Step 4 of 5




Step 1, Cont.



- 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

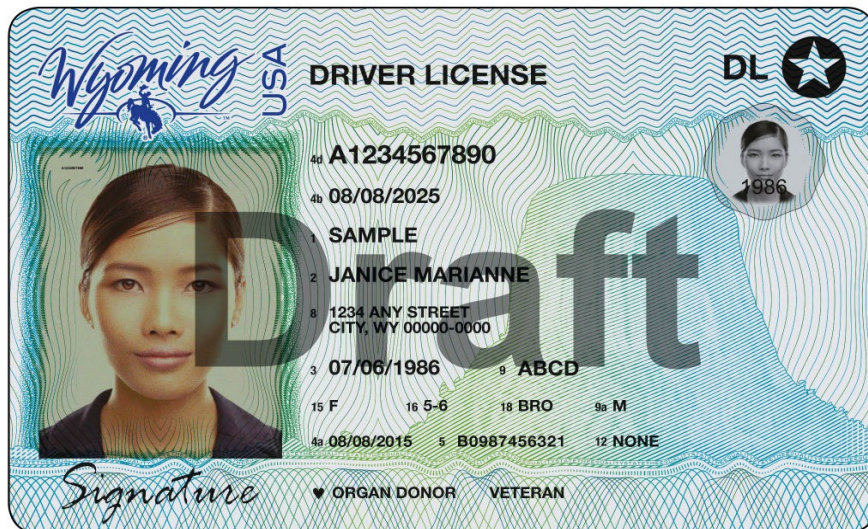
START NEW PRE-ENROLLMENT



Step 2



- Visitor scans both the front and back of their Real ID compliant photo identification and provide to Sponsor





Step 3



- Sponsor will complete F. E. Warren Visitor Pass Request Form

- Sponsor can find the Visitor Request form at: <https://www.warren.af.mil/Base-Information/Base-Access/>
- Sponsor can also request this for via email @ 90sfs.S5.S5Communications@us.af.mil



DEPARTMENT OF THE AIR FORCE
90TH MISSILE WING (AFGSC)

MEMORANDUM FOR 90 SFS/S5B

FROM:

LAST, FIRST	RANK	DOD ID#	UNIT	CONTACT#
STEVENS, TYLER	SSGT	1502461288	90 OG	5756212268

SUBJECT: Pre-Note for Base Fitness Determination/Pass Issuance


1. I will be sponsoring the following individuals onto Francis E. Warren AFB. I understand my responsibilities as a sponsor and will not violate any instructions established by the Installation Commander. Failure to comply may result in loss of sponsorship privileges.

LAST, FIRST	DOB	DL/Passport/State ID#	STATE
WRUCK, AMY	10 November 1988	W620-0038-8920	IL

Location of Visit	First Day of Visit	Last Day of Visit (not to exceed 30 days)
FRANCIS E. WARREN AFB	25-Sep-2022	27-Sep-2022

SUN	MON	TUE	WED	THUR	FRI	SAT	HOURS (24 hrs/Other i.e. 0700 – 1600)
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	24 HRS

2. By signing this form, digitally or in ink, you will not be required to accompany your visitor to receive their pass. If you cannot digitally sign, print/sign and bring the completed form to the VCC at least 3-days prior to the first day of the visit.

x 

First M. Last	Rank	Affiliation
TYLER A. STEVENS	SSGT	Brother In-Law
Sponsor		



S5B Only	Verified	Initials	NCIC	Initials
	21 Sept 22	O.P.S.	21 Sept 22	O.P.S.

CUI

The information herein is CONTROLLED UNCLASSIFIED INFORMATION which must be protected under the Freedom of Information Act (5 U.S.C 552) and/or the Privacy Act of 1974 (5 U.S.C. 552a). Unauthorized disclosure or misuse of this PERSONAL INFORMATION may result in disciplinary action, criminal and/or civil penalties.



Sponsor to Finalize



- Sponsor will gather the below items from each visitor:
 - Pre-Enrollment Request Confirmation (QR code) – Step 1
 - Copy of Visitor's Real ID compliant ID (front & back) – Step 2
 - Complete F. E. Warren Visitor Request Form – Step 3
- Sponsor will provide to 90 SFS/S5B, Pass/Identification Section via
 - Email: 90sfs.s5.s5communications@us.af.mil
 - Hand-carried: Bldg 290, M-F, 7:30 a.m. to 4:00 p.m.

*NOTES:

- After Pass/ID processes the visit request, an email will be sent to the Sponsor with the finalized "Visitor Pass"
- "Visitor Pass" and Real ID Compliant ID will be scanned at the base gate for base access



Visitor Pass Example



- After Pass/ID processes the visit request, an email will be sent to the Sponsor with the finalized “Visitor Pass”
- “Visitor Pass” and Real ID Compliant ID will be scanned at the base gate for base access

Visitor signs pass and proceeds to base gate



Start Date:
25 Sep 2022

VISITOR PASS

Pass ID #: 9748-51100017

Expires:
27 Sep 2022

Name:
Wruck, Amy Christine

Visitor Advisory - Conditions of Visit

- Limit your movement to authorized traffic ways. Examples of closed area signs: "RESTRICTED AREA" or "CONTROLLED AREA"
- Observe traffic laws
- Display vehicle pass on inside left corner of windshield while on base (Motorcycles - stick on windshield or front fork frame. Must be visible)
- Person issued pass is responsible for others in party and will keep pass readily available to show proof of authorized visit by all.
- After visit, please dispose of pass as directed by security police.

Sponsor Name:
Stevens, Tyler A

Sponsor Phone:
(575) 621-2268

Site Name:
FE WARREN AFB

Issued By:
CHAVEZ, GILBERT F.

Remarks:

BASE WIDE - PERSONAL VEHICLE - NCIC CONDUCTED 19 SEPT 22 - MON - SUN 0000 - 2359 - I UNDERSTAND THE PRIVATELY OWNED WEAPONS ARE NOT AUTHORIZED TO BE CARRIED ON BASE. F. E. WARREN - 112


Visitor Signature





Virtual Passes



- CONTACT INFORMATION:

- For any questions or concerns please contact the Pass/ID Section
 - Phone: (307) 773-1853
 - Email: 90SFS.S5.S5Communications@us.af.mil