

## Frequently Asked Questions

### How do military members register?

• DBIDS 4.0 makes it as easy as entering a gate. If you haven't registered, just enter through any access point. The Security Forces member will scan your ID. The system will automatically register the ID at that time. All approved identification cards must be registered.

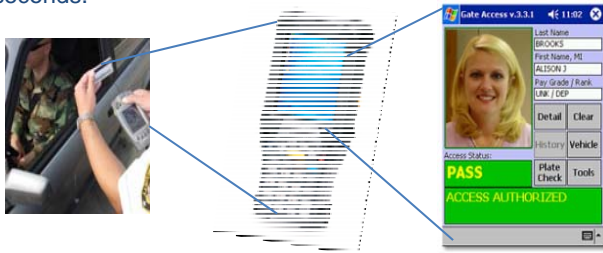
### How will retirees / dependants register?

• Registration occurs the same way as military members above. Show your ID to the Security Forces member at the entry control point.

### How will DBIDS affect the traffic at the Gates?

• DBIDS is quick and efficient and should not slow down installation entry.

• Handheld scanners provide security feedback in seconds.



### What documents do I have to have with me in order to prove who I am?

- Please provide one of the following:
- United States Passport
- Permanent Resident Card/Alien Registration Receipt Card (Form I-551)
- Foreign Passport with a temporary (I-551) stamp or temporary (I-551) printed notation on a machine readable immigrant visa
- An employment authorization document that contains a photograph (Form I-766)
- Current/Valid Driver's License.
- Identification card issued by Federal, State or local Government Agencies
- U.S. Coast Guard Merchant Mariner Legacy Cards
- U.S. Coast Guard New Merchant Mariner Credential
- Approved Department of Defense (DoD) Privilege Card Holders
- Veterans Identification Card (VIC)



## Visitor Centers

**Walters Street (FSH Main Entrance)**  
**Building 4179**  
**24/7**

**SAMMC/I35 (BAMC Main Entrance)**  
**24/7 (under construction)**

**Scott Road (Harry Wurzbach-East)**  
**Building 2843**  
**0600-2200**

**502d Security Forces Squadron**  
**2404 N. New Braunfels Ave, Suite A**  
**Fort Sam Houston, Texas 78234**  
**Phone: (210) 221-2222, DSN-421-2222**



**502d Security Forces Squadron**  
**ATTN: Visitor Center**  
**2150 Winfield Scott Road**  
**Fort Sam Houston, Texas 78234**  
**Phone: (210) 221-2650/2651, DSN-421**

[usaf.jbsa.502-abw.mbx.502-sfs-fsh-visitor-control-center@mail.mil](mailto:usaf.jbsa.502-abw.mbx.502-sfs-fsh-visitor-control-center@mail.mil)

## DBIDS 4.1



Joint Base San Antonio



Fort Sam Houston



Access Procedures

## DBIDS

### What is the Defense Biometric Identification System (DBIDS)?



• DBIDS is a DoD-owned and operated system developed by Defense Manpower Data Center as a force protection program to manage personnel identity, and access at DoD installations.



DBIDS is a networked database system designed to easily verify access authorization of personnel entering military installations by using barcode and fingerprint biometric identification.

#### References:



**HSPD-12**  
**DoDD 1000.25**  
**DoDD 8521**  
**DoD 5200.8-R**  
**AFI 31-113**  
**AFI 31-502**

### Where can I find more information on DBIDS?

You may obtain more information by:

1. Calling (210) 221-2650/2651
2. Email [usaf.jbsa.502-abw.mbx.502-sfs-fsh-visitor-control-center@mail.mil](mailto:usaf.jbsa.502-abw.mbx.502-sfs-fsh-visitor-control-center@mail.mil)

Or

3. Stop by Walters VC building 4179 or Scott VC building 2843



## What are the Benefits

• DBIDS uses a reliable database that verifies a person's ID Card information against a registered DoD data base.

• DBIDS makes it very difficult to fake an identity or use someone else's ID Card to gain installation access.

• Security personnel receive visual and audible crosscheck (color photo, and standard personal info) to verify your identity.



• System is scalable; personnel access can be limited to meet mission needs (duty hours only or a specific date/time for visitors).



• Installation visitor information can be entered into the database prior to arrival and archived for future visits.

• DBIDS produces a bar-coded, paper pass for short term visits, and JBSA Access Pass (DBIDS ID Card) for long term visits.

• Regionalized Registration.  
• Once your CAC or Teslan cards are registered, you may enter any installation utilizing DBIDS.

• Permanent Registration.  
• Retirees can be registered indefinitely.  
• Allows sponsor information to be archived for future use.

• No need for a new card.  
• DBIDS scanners read all bar coded DoD ID cards for access.  
• Consolidates vendor/visitor access credentials, reducing the number of cards a guard must recognize.

• Increases installation security and communications  
Database receives frequent updates on changes to:

- Personnel / credential status
- Law enforcement warrants,
- Lost / stolen cards
- Force Protection Conditions

## Definitions

**Contractor.** A person contracted to work for DoD, but is not a DoD ID-card holder.

**Delivery Personnel.** Individuals who need recurring access to USAF installations to make deliveries or perform a similar service related to their employment (i.e., pizza delivery, taxi driver) in a service authorized to conduct business on the installation.

**Escorted Individuals.** Personnel who require access, without determination of fitness, who must be accompanied by a sponsor with authorization to escort the individual. The escort requirement is mandated for the duration of the individual's visitation period.

**Personal-Service Employee.** A personal-service employee is an individual hired by an individual residing on base to perform a service (e.g., nanny, dog-sitter, housecleaner).

**Sponsor.** The person affiliated to a DoD or other Federal agency who takes responsibility for verifying and authorizing the applicant's need for an identification card.

**Sponsorship.** Sponsorship allows approved individuals affiliated with the DoD to take responsibility for verifying and authorizing an applicant's need for a locally produced identification credential to facilitate unescorted access to an installation.

**Unescorted Individuals.** Personnel who have been identity proofed and favorably vetted are eligible for unescorted access within the installation; but are, however, still subject to any controlled or restricted area limitations, as appropriate.



**Vendor or Commercial Solicitor.** Individuals authorized to sell merchandise or provide services on USAF installations.