

BASE ACCESS PROCEDURES:

THE FOLLOWING BASE ACCESS PROCEDURES ARE EFFECTIVE ON 10 SEPTEMBER 2018

- New contractors, vendors, and service providers will pre-enroll in DBIDS not more than 30 days and not less than ten days before the visit and will be issued a DBIDS credential or a DBIDS temporary paper pass. Contact your Base Sponsor for additional information.
- All unescorted personal visitors entering MCB Hawaii, Camp H. M. Smith, and Pu'uloa Rifle Range Complex will pre-enroll in DBIDS and will be issued an appropriate DBIDS credential or paper pass at no cost.

Click here to pre-enroll in DBIDS <https://dbids-global.dmdc.mil/enroll#!/>

If your guests receive certificate error messages or security warnings when attempting to pre-enroll in DBIDS from a non DoD computer, tablet or smartphone, please have them visit <https://www.dau.mil/faq/p/DoD-PKI-Certificates> and follow the step by step instructions.

DBIDS Locations and Hours:

Visitors Contractor Center, BLDG 1637, MCB Hawaii, 0600-1630, Monday-Friday

PMO Customer Service Center, BLDG 1095, MCB Hawaii, 0730-1630, Monday-Friday

Pass and ID, B601, Camp H. M. Smith, 0630-1600, Monday-Friday

Pu'uloa Range Control Office, B401, By Appointment Only, Call 808-477-8735

Frequently Asked Questions

+Can I continue to pay for a RAPIDGate credential instead of enrolling in DBIDS?

-No. The Marine Corps' contract with RAPIDGate expires on 01 October 2018.

+Can I sponsor a Foreign National as an unescorted personal visitor in DBIDS?

- No. Foreign National personal visitors are not authorized unescorted base access. Please refer to Base Order 5532.1 Enclosure 7 for procedures to sponsor Foreign National personal visitors.

+ I am a non-DoD federal employee with a PIV credential and work aboard MCB Hawaii. Am I required to obtain a DBIDS credential?

-No. However, you must come to the Visitors Center, B1637, the PMO Customer Service Center, B1095, MCB Hawaii, or the Pass and Registration Office, B601, Camp H. M. Smith, for DBIDS enrollment. Your PIV credential will then be scanned at the gate the same as a CAC or DBIDS credential.

+Are criminal history checks completed on unescorted visitors and contractors?

-Yes. All unescorted non-military affiliated personnel entering MCB Hawaii will have a criminal history inquiry through the National Crime Information Center Interstate Identification Index (NCIC III), the State of Hawaii Judiciary Information Management System, the Consolidated Law Enforcement Operations Center, and DBIDS.

+What type of criminal history will disqualify a person from entering MCB Hawaii?

-Any felony conviction within the last ten years and certain felony convictions more than 10 years old, any person on probation or parole, and outstanding criminal and non-criminal warrants are the most common disqualifiers. Refer to Base Order 5532.1 w/Ch 3 and Enclosure 1 for a complete list of disqualifiers.

+Why are contractors and unescorted visitors required to pre-enroll in DBIDS?

-Pre-enrollment expedites the enrollment process at the Visitors Center to reduce wait times and facilitates the criminal background check before the contractor/visitor arrives at the Visitors Center.

+I am bringing some of my civilian friends on base in my vehicle. Are they required to pre-enroll in DBIDS and get a DBIDS temporary pass?

-No, they are considered escorted visitors and the sponsor must always be with them.

+I am sponsoring my visitors in person at the Visitors Center, but they want to drive their own vehicle on base. Are they required to pre-enroll in DBIDS?

-Yes. Pre-enrollment is highly encouraged as it will expedite the pass issuance process. Ensure that at the initial enrollment the individual provides the identifications selected at pre-enrollment.

+Do my unescorted visitors have to pre-enroll in DBIDS each time they visit the base?

-No. Once your visitors are enrolled in DBIDS after their first visit, all you need to do is submit the Base Access Request Form (MCBH S-7 Form 5532) prior to each visit or meet them at the Pass House for sponsorship.