

## CONTRACTOR SPONSORSHIP

Day visitor sponsorship is completed at the Visitors Contractor Center BLDG 1637. Sponsor must be present for unofficial visits. Pre-enrollment is highly encouraged to expedite the process. Enrollment can also be completed by the Security Assistants in the VCC/Pass House BLDG 1637.

The following documents will be required for the guest to provide to be allowed base access:

- QR code or the alphanumeric code provided at the end of pre-enrollment
- Original social security card
- Valid picture ID

Additional requirements for non-U.S. Citizens:

- Passport
- I-551 Green Card
- E-verify

Long-term Contractor Credentials require the same documents mentioned above for access credential issuance. Contractor's MCBH Points of Contact or Authorized sponsors will submit the S-7 Form 5532 to the Visitor Contract Center for vetting to [MCBH.PASSHOUSE@usmc.mil](mailto:MCBH.PASSHOUSE@usmc.mil)

A criminal history background check will be conducted on each visitor(s) through the National Crime Information Center Interstate Identification Index (NCIC III). Criminal history disqualifiers for base access are located in Base Order 5532.1 Chapter 3 Enclosure 1. Individuals with an unfavorable background check will be denied access. Base Access Waivers will be reviewed on a case by case basis.

\*\*Foreign National Visitors do not have same day unescorted base access and require additional documentation for processing. Please refer to Base Order 5532.1 for requirements to sponsor Foreign National Visitors. \*\*

### DBIDS ENROLLMENT STEPS:

a. Access DBIDS pre-enrollment at <https://dbids-global.dmdc.mil/enroll#!/> , no more than 30 days and no less than five days before the visit. You must list the base sponsor's contact information in DBIDS in the sponsor section and include the name, email address, and telephone number of the base sponsor.

b. At the completion of the pre-enrollment, you will receive an alpha-numeric pre-enrollment confirmation code and a QR code which you can print, save as a PDF, and/or write down the alphanumeric code. You must bring the pre-enrollment code or QR code with you for credential exchange. The pre-enrollment code is valid for 30 days only.

c. Pre-enrollment can be made on a computer, laptop, tablet, or smart phone. If you receive a certificate error message or a security warning when attempting to pre-enroll from a non-DoD

computer, tablet, or smartphone, please visit <https://www.dau.mil/faq/p/DoD-PKI-Certificates> and follow the step by step instructions.

d. When you come to the Visitors Center, please bring the two forms of identification you used to pre-enroll in DBIDS along with the printed QR code or alpha-numeric pre-enrollment code. Your photograph and digital fingerprints will be taken during processing. Failure to consent to the photograph or digital fingerprints will result in denial of base access.

e. If you are authorized base access for 60 days or less, you will receive a DBIDS paper pass or a DBIDS Credential for base access more than 60 days.

Long-term request will be submitted 10 business days in advance by an approved sponsor either in person to the PMO Customer Services Center, BLDG 1095 or via email to [mcbkbaz.pmoservices@usmc.mil](mailto:mcbkbaz.pmoservices@usmc.mil) from a government email and the request must be digitally signed.

#### PROCEDURES TO RENEW YOUR LONG-TERM VISITOR CREDENTIAL OR VISITOR PASS

1. You will not be able to renew your credential or visitor pass until your Base Sponsor submits the sponsorship request to the Provost Marshal Office on a Base Access Request Form (MCBH S-7 Form 5532) 10 business days in advance.
2. A criminal history background check will be conducted on each visitor(s) through the National Crime Information Center Interstate Identification Index (NCIC III). Criminal history disqualifiers for base access are located in Base Order 5532.1.
3. Your Base Sponsor will submit the Base Access Request Form to the Provost Marshal Office for processing with your full name and date of birth. Your Base Sponsor will notify you when you can visit one of the DBIDS locations for your DBIDS Credential or DBIDS paper pass.
4. When you come to the VCC, please bring the previously issued DBIDS credential and a valid picture ID. Your photograph and digital fingerprints will be updated during processing. Failure to consent to the photograph or digital fingerprints will result in denial of base access.

For additional information, please contact the PMO Customer Service Center at 257-0183/6994. The PMO Customer Service Center is open M-F 0730-1630 closed on all federal holidays.

Visitor Contractor Center/Pass House at (808)257-2047. Office hours are M-F 0600-1630.

Camp Smith Pass & ID: (808)477-8735/ Office hours M-F 0630-1600