

## Frequently Asked Questions

### Q. What is Identity Proofing?

A. Proofing is the process of providing sufficient information (e.g., identity history, credentials, documents) when attempting to establish an identity.

### Q. What is the vetting process for access?

A. The vetting process consists of four steps:

- 1) Proofing.
- 2) Vetting
- 3) Fitness Determination
- 4) Access Credential Issuance

### Q. Will I find out if someone I sponsored is not allowed on the installation?

A. Yes. However, due to privacy concerns exact Reasons cannot be divulged to the sponsor. Only the person in question can be given this information.

### Q. What is the difference between a Pass and Badge?

A. A Pass is valid up to 60 days.  
A Badge may be valid for up to one year.

### Q. How long do I have to return an access credential?

A. Return all access credentials and/or vehicle passes within 24 hours of expiration or termination of or credential holder.

### Q. Can I escort a non-US citizen?

A. No. All foreign visitors must be vetted and issued an access credential.

## 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**  
**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)

## Non-Medical Attendees



Joint Base San Antonio



Fort Sam Houston



Access Procedures

## Access Credentials

The Department of Defense requires installations to appropriately proof and vet all Non DoD personnel prior to granting access.

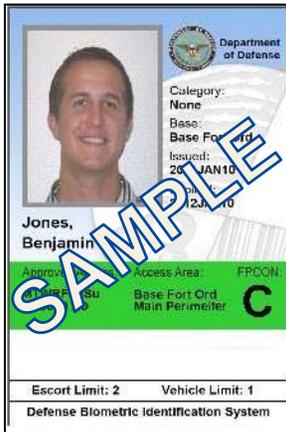
Policy changes at Joint Base San Antonio (JBSA) installations affect all Non-DoD ID card holders requesting access to Fort Sam Houston.

Wounded Warriors requiring entry for non-medical attendees may apply for access credentials.

Requests will be initiated by the Wounded Warrior and submitted through their command channels for validation and approval. The Wounded Warrior will forward signed requests to the 502d Security Forces Squadron for vetting completion. All requests will be submitted NLT five working days prior to requested entry.

Email requests must be received from an encrypted .mil email address. Documents may be hand carried to building 4179, Visitor Center.

Upon approval, the respective Wounded Warrior will be notified to escort the NMA to building 4179 or 2843, Visitor Center for issuance of a DBIDS access credential. DBIDS credentials will be issued with an expiration date of no more than one year from the date of issue. Non-Medical Attendees providing routine service will not be granted access to Fort Sam Houston without an escort or DBIDS credential. Those attendees possessing a valid DoD Identification card (CAC, Teslan) do not require another access credential.



## Access Control

The objective of installation perimeter access control is to restrict and/or control entrance to property and/or installations to only those authorized persons and their vehicles to protect personnel, resources and missions.

Installation perimeter access control procedures include identity proofing, vetting to determine the fitness of an individual requesting and/or requiring access to installations, and issuance of access credentials.

Commanders requesting more information should contact the 502 SFS Visitor Center at (210) 221-2650/2651, 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 write to:

502d Security Forces Squadron  
ATTN: Visitor Center  
2150 Winfield Scott Road  
Fort Sam Houston, Texas 78234

## Acceptable Proofing Documents

- 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)

## Definitions

**Debarment.** An Installation Commander may deny an individual access for involvement in the commission of a criminal offense, when access is inconsistent with the interests of national security, when personal conduct reflects negatively on the image of the US overseas, or when access adversely affects the health, safety, or morale of personnel on that 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. Non-DOD Foreign visitors must be vetted and issued an access credential prior to entry.

**Fitness.** Level of character and conduct determined necessary for the basis of access control decisions.

**Identity proofing.** The process of providing sufficient information (e.g., identity history, credentials, documents) when attempting to establish an identity.

**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.** 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.

**Vetting.** An evaluation of an applicant's or a card holder's character and conduct for approval, acceptance or denial for the issuance of an access control credential for physical access.

