

Frequently Asked Questions

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: How long is a pass valid for?

A: A Daily pass (AF Form 75) is valid for 24 hours from the time of issuance.

A: A DBIDS Pass is valid from 1 to 60 days.

Q: What documents will I need to show?

A: A valid photo ID such as a drivers license, passport, or state ID is required for proofing.

Q: Who is required to show a valid photo ID?

A: Any person over the age of 18 years is required to show a valid photo ID.

Q: Where on the installation can I go once I have access?

A: Once access is approved, persons may visit the museums or eat at any of the food facilities. Visitors are not allowed to shop or enter controlled areas.

Q: What about my vehicle?

A: All vehicles must have a valid state registration, inspection (if applicable), and insurance.

Q: Are laws different on military installations?

A: All installations follow local, state and federal laws as applicable. All personnel must adhere to these laws.

Q: Can I visit military relatives on the installation?

A: Yes, however the military member or family member must assume sponsor responsibilities and request visitor access through the use of an entry authority list (EAL) request (see Sponsored Visitors pamphlet).

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

Daily Visitors



Joint Base San Antonio



Fort Sam Houston



Access Procedures

Daily Visitors

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

Non-DOD affiliated visitors must present a valid photo ID at the Visitor Center to be vetted and issued passes for daily use prior to entry.

Visitors may only enter through the Walters or Harry Wurzbach-East Gates for entrance to Fort Sam Houston.

The SAMMC/35 Gate will be used for access to the San Antonio Military Medical Center.

Personnel in possession of a valid access credential (CAC, Retiree, DBIDS card), have already been vetted and may enter through any entry control point to Fort Sam Houston.

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)

Access Control

Daily pass and short term pass (≤ 120 days)

Visitor Pass Pass ID# 00100167

Visitor	Remarks
First: John	
Middle Name:	
Last Name: Smith	
Pass	
Base: DoD Center	
Issued By: John Doe	
Issue Time: 08/04/2010 06:58:57	
Expiration: 08/06/2010 06:58:57	
Sponsor	
Name: John Doe	
Phone:	

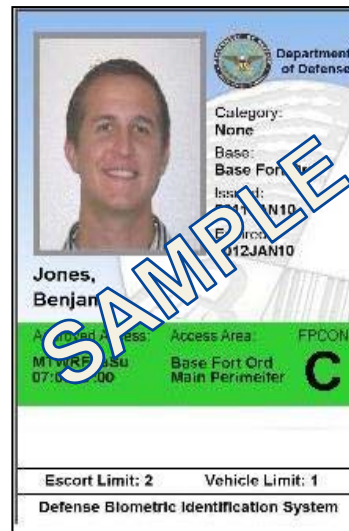
Permissions

Approved	Time	Access	FPCON
TWR	07:00	Time1	Charlie

Visitor Advisory - Control of Visitation

- Limit your movements to the "CONTROLLED AREA" or "CONTROLLED AREA"
- Observe traffic laws.
- Display vehicle pass on inside corner of windshield while on base (Motorcycles - stick on windshield or front fender of 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.

Long term pass (DBIDS Badge)



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.

