

## Frequently Asked Questions

### How do ID card holders register?

- DBIDS 4.1 makes it as easy as entering a gate. Registration should occur automatically when your card is initially scanned as you enter through any base access point. If your card has not been scanned, you may also register your cards at the VCC.
- All approved identification cards must be registered.
- If an identification card is not capable of being scanned, a new access credential must be obtained.

### How will retirees / dependants register?

- Registration occurs the same way for retirees and dependents as military members. Show your ID to the Security Forces member at the entry control point to be scanned or stop by the VCC and it can be registered there as well.

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

- DBIDS is quick and efficient and should not slow down installation entry. If your card has not been registered it takes a little longer. Handheld scanners provide security feedback in seconds.



If there are issues with your ID: change in status, change in sponsor status, card expired, reported lost or stolen, etc. your record will be flagged on the scanner.

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

Please provide one of the following:

- Current/Valid Driver's License.
- 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)
- ID card issued by Fed, State or local Gov't Agencies
- U.S. Coast Guard Merchant Mariner Legacy Cards
- U.S. Coast Guard New Merchant Mariner ID
- Approved DoD Privilege Card Holders
- Veterans Identification Card (VIC)

## Visitor Control Center

### JBSA-RND Visitor Control Center (Main Entrance)

**Monday-Saturday 0700-1800**  
**Sunday - Closed**  
**Family Days & Federal Holidays – Closed**



**902d Security Forces Squadron**  
**ATTN: Visitor Control Center**  
**1 Harmon Drive Bldg. 1032**  
**JBSA-RND, Texas 78150**

**Phone: (210) 652-3939 for Base Information;**  
**Option #7 for Visitor Information;**  
**Then Option #6 for VCC Staff**  
**DSN-487-2838**  
**902SFS.VRC@us.af.mil**

**902d Security Forces Squadron**  
**925 3<sup>rd</sup> Street West, Building 235**  
**JBSA-RND, Texas 78150**



## DBIDS 4.1



## Joint Base San Antonio



## Randolph



## 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



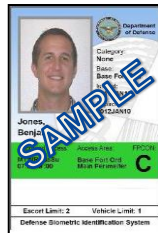
### Where can I find more information on DBIDS?

You may obtain more information by:

1. Calling (210) 652-3939
2. Email [902SFS.VRC@us.af.mil](mailto:902SFS.VRC@us.af.mil)

Or

3. Stop by Building 1032 Visitor Control Center at the Main Entrance



# 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 archived for future visits.

- DBIDS produces a barcoded, paper pass for short term visits, and JBSA Access Pass (DBIDS ID Card) for long term visits.
- DBIDS scanners read bar coded DoD ID cards for access. If there is a problem with the barcode, the member will be referred to the FSS to resolve the issue.
- 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 JBSA Randolph 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, 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.