



**DLA**  
DEFENSE LOGISTICS AGENCY  
*Established 1961*



The Nation's Combat Logistics Support Agency

# Defense Biometric Identification System Pre-Enrollment

Security & Emergency Services  
January 8th, 2024



WARFIGHTER ALWAYS



# Sponsor Instructions

**Step 1:** The sponsor instructs the visitor to complete the pre-enrollment process at <https://dbids-global-enroll.dmdc.mil/preenrollui/#/landing-page>. See step by step instructions below. Once completed, the visitor must record and send the 6-digit confirmation code to the sponsor.

**Step 2:** The sponsor must email the 6-digit confirmation code to [dscrvisitrequest@dla.mil](mailto:dscrvisitrequest@dla.mil) at least **3-5 business** days before the visit. The email must include the date range for the requested pass. By doing so, the sponsor is also vouching that the visitor has official and/or legitimate business on DSCR.

**Step 3:** The sponsor will be notified when the pass is approved along with instructions for the visitor to retrieve their pass. The sponsor, in turn, coordinates with the visitor to retrieve the pass.



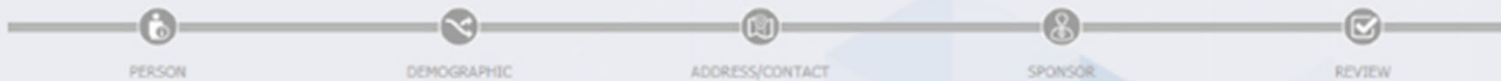
# Visitor Instructions

- DSCR is not notified of pre-enrollments. The visitor must forward the 6-digit pre-enrollment code to the sponsor.
- The vetting process takes 3-5 business days after the sponsor submits the 6-digit pre-enrollment code.
- Registration is not complete until the sponsor is notified of the outcome of the vetting process. That notification will include final instructions.
- The system keeps the information for a maximum of 30 days – visitors must enter their information on the pre-enrollment site within 30 days of their visit.
- To begin pre-enrollment, go to the link below and follow the step-by-step instructions in the following slides:

<https://dbids-global-enroll.dmdc.mil/preenrollui/#/landing-page>



# Pre-Enrollment



## WELCOME TO DBIDS PRE-ENROLLMENT



This site was designed to help expedite your processing time before entering a government installation.

**Disclosure - Providing registration information is voluntary. Failure to provide requested information may result in a denial of access to benefits, privileges, and D.o.D. installations, facilities and buildings.**

This notice provides the Department of Defense privacy policy regarding the nature, purpose, use, and sharing of any Personally Identifiable Information (PII) collected via this website. Our privacy policy explains our information practices when you provide PII to us, whether collected online or offline, or when you visit us online to browse, obtain information, or conduct a transaction. PII may include: your name, email, mailing and/or home address, phone numbers, or other information that identifies you personally. We do not require you to register or provide personal information to visit our website. The PII you provide on a Department website will be used only for its intended purpose. We will protect your information consistent with the principles of the Privacy Act of 1974, the E-Government Act of 2002, and the Federal Records Act.

[GET STARTED](#)



Click to get started

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# Pre-Enrollment



## PERSON INFORMATION

**These fields ARE required**

**Name**  
Doe John D Sr

**Date of Birth** January 1 1929 **Country of Birth** United States **Citizenship** United States

**Primary Identifier**  
SSN 121212121

**Secondary Identifier**  
Passport 33423424332444444

**Issuing Country**  
United States

Select next →

**NEXT**

Identifications must be valid, not expired, state or federal photo ID

Primary Identifier is required. Secondary is required if Foreign National



# Pre-Enrollment



PERSON DEMOGRAPHIC ADDRESS/CONTACT SPONSOR REVIEW

### DEMOGRAPHIC INFORMATION

These fields are NOT required but recommended

Gender: Male  
Ethnicity: White  
Hair Color: Blond  
Eye Color: Brown

Height: 6 0  
Weight: 134

Occupation: Manager

BACK NEXT

This information is not required but, may be added at the Visitor Center

Select next



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[Learn More About DBIDS](#)



# Pre-Enrollment



## ADDRESS/CONTACT INFORMATION

**These fields ARE required**

All information is required before moving on

Primary Address

2 Main Street

Line 2 (optional)

City/Town

City Ville

State/Province

Alaska

Zip/Postal

12345

Country

United States

Type

Home

Add Address

Email

email@email.com

Type

Home

Phone

8585587474

Type

Home

Select next



NEXT



PERSON DEMOGRAPHIC ADDRESS/CONTACT SPONSOR FINISHED

### SPONSOR INFORMATION

ⓘ These fields ARE required

**Sponsor Name**

First: Dave Last: Smith

**Sponsor Contact Information**

Email Address: ds@dia.mil Phone Number: 123456789 Extension: Ext

**Site**

Service: All State: All Filter Sites: Filter results

Site	State/Province
132d Wing	IA
Air Force Maui Optical And Supercomputing Observatory	HI
Air Force Research Laboratory	NY
Air Force Security Forces Center	TX
Allen C. Thompson Field Air National Guard Base	MS
Alpena Combat Readiness Training Center	MI
Altus Air Force Base	OK
Andersen Air Force Base	GU
Arnold Air Force Base	TN
Atlantic City Air National Guard Base	NJ

Show All Sites

**Date of Visit**

Start Date: mm/dd/yyyy End Date: mm/dd/yyyy

**Purpose of Visit**

I hereby authorize the DOD and other authorized Federal agencies to obtain any information required from the Federal government and/or state agencies, including but not limited to, the Federal Bureau of Investigation (FBI), the Defense Security Service (DSS), the U.S. Department of Homeland Security (DHS). [Read More](#)

BACK Step 4 of 5 Submit SUBMIT

Purpose of visit required →

Information is required before moving on





# Pre-Enrollment

## CONFIRMATION



**Thank you, Your information has been submitted successfully.**

Please print this page, save as a .PDF and or write down the alpha-numeric code below and bring it with you along with two valid forms of ID.

**PQL8HJ**



This QR code will expire 27-Sep-2023

Must send 6 digit code to sponsor



Print PDF for your Record

