

UNCLASSIFIED

DEFENSE LOGISTICS AGENCY

Established 1961



Defense Biometric Identification System Pre-Enrollment

Security & Emergency Service
August 21, 2026



THE NATION'S LOGISTICS COMBAT SUPPORT AGENCY

UNCLASSIFIED

PEOPLE ★ PRECISION ★ POSTURE ★ PARTNERSHIPS

WARFIGHTER ALWAYS

Updated as of Nov 25, 2024



Defense Biometric Identification System Pre-Enrollment

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 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.



Defense Biometric Identification System Pre-Enrollment

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>



Defense Biometric Identification System Pre-Enrollment

Pre-Enrollment Website:

PERSON
DEMOGRAPHIC
ADDRESS/CONTACT
SPONSOR
FINISHED

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.

Privacy Act Notice

AUTHORITY: 10 U.S.C. 136, Under Secretary of Defense for Personnel and Readiness; DoD Instruction (DoDI) 1000.25, DoD Personnel Identity Protection (PIP) Program; DoDI 5200.08, Security of DoD Installations and Resources and the DoD Physical Security Review Board (PSRB); DoD 5200.08-R, Physical Security Program; and E.O. 9397 (SSN), as amended.

PRINCIPAL PURPOSE(S): To provide necessary information to DoD installations to determine if applicant meets access control requirements. Use of SSN is necessary to make positive identification of an applicant. Records in the DBIDS system are maintained to support Department of Defense physical security and information assurance programs and are used for identity verification purposes, to record personal property registered with the DoD, and for producing facility management reports. Used by security offices to monitor individuals accessing DoD installations and/or facilities. SSN, Driver's License Number, or other acceptable identification will be used to distinguish individuals who request entry to DoD installations and/or facilities.

ROUTINE USE(S): To the appropriate Federal, State, local, territorial, tribal, foreign, or international law enforcement authority or other appropriate entity where a record, either alone or in conjunction with other information, indicates a violation or potential violation of law, whether criminal, civil, or regulatory in nature. The remaining routine uses can be found in the applicable system of records notice, DMDC 10 DoD, Defense Biometric Identification Data System (DBIDS), located at: <http://dpcdd.defense.gov/Privacy/SORNIndex/DOD-wide-SORN-Article-View/Article/570565/dmdc-10-dod/>

DISCLOSURE: Voluntary; however, failure to provide the requested information will result in denial of a DBIDS card or visitors pass and denial of entry to DoD installations and/or facilities.

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.

Consent To Monitor

Use of this U.S. Government (USG)-interest computer system constitutes consent for authorized monitoring at all times.

- This is a USG-interest computer system. This system and related equipment are intended for the communication, transmission, processing, and storage of official USG or other authorized information only. This USG-interest computer system is subject to monitoring at all times to ensure proper functioning of equipment and systems including security systems and devices, and to prevent, detect, and deter violations of statutes and security regulations and other unauthorized use of the system.
- Communications using, or data stored on, this system are not private, are subject to routine monitoring, interception, and search, and may be disclosed or used for any authorized purpose.
- If monitoring of this USG-interest computer system reveals possible evidence of violation of criminal statutes, this evidence and any other related information, including identification information about the user, may be provided to law enforcement officials. If monitoring of this USG-interest computer systems reveals violations of security regulations or other unauthorized use that information and other related information, including identification information about the user, may be used for appropriate administrative or disciplinary action.
- Use of this USG interest computer system constitutes consent to authorized monitoring at all times.

GET STARTED

Click to get Started



Defense Biometric Identification System Pre-Enrollment

Pre-Enrollment Website (cont'd):



Identifications must be valid, no expired, state or federal photo ID accepted

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 is required.



Primary Identifier
SSN 121212121

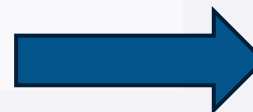
Secondary is required if Foreign National



Secondary Identifier
Passport 33423424332444444

Issuing Country
United States

Select next



NEXT



Defense Biometric Identification System Pre-Enrollment

Pre-Enrollment Website (cont'd):



PERSON DEMOGRAPHIC ADDRESS/CONTACT SPONSOR REVIEW

Enter Information

DEMOGRAPHIC INFORMATION

ⓘ These fields are NOT required but recommended

Gender	Ethnicity	Hair Color	Eye Color
Male	White	Blond	Brown
Height		Weight	
6	0	134	
Occupation			
Manager			

BACK

Select next

NEXT

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Form Approved: OMB No. #####

[Learn More About DBIDS](#)



Defense Biometric Identification System Pre-Enrollment

Pre-Enrollment Website (cont'd):



PERSON DEMOGRAPHIC ADDRESS/CONTACT SPONSOR REVIEW

Enter Information

ADDRESS/CONTACT INFORMATION

These fields ARE required

Primary Address
2 Main Street Line 2 (optional)

City/Town State/Province Zip/Postal Country
City Ville Alaska 12345 United States

Type
Home

Add Address

Email Type
email@email.com Home

Phone Type
8585587474 Home

Select next

NEXT



Pre-Enrollment Website (cont'd):

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: 132d Wing, Air Force Maui Optical And Supercomputing Observatory, Air Force Research Laboratory, Air Force Security Forces Center, Allen C. Thompson Field Air National Guard Base, Alameda Combat Readiness Training Center, Altus Air Force Base, Andersen Air Force Base, Arnold Air Force Base, Atlantic City Air National Guard Base

State/Province: IA, HI, NY, TX, MS, MI, OK, GU, TN, 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

Version 5.11.0.6235
Form Approved: OMB 0584-0455
Expires 31 August 2024
[Learn More About DBIDS](#)
DoD Section 588

Information is
Required

Purpose of
Visit Required

Click submit



Defense Biometric Identification System Pre-Enrollment

Pre-Enrollment Website (Final):

CONFIRMATION



**Must send 6-digit
code to sponsor**

**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 to your sponsor along with two valid forms of ID.

PQL8HJ



Sponsor's must send 6 digit code

dscrvisitrequest@dla.mil

**To check the status, contact your
Sponsor.**

This QR code will expire 27-Sep-2023

PRINT

Print PDF for
your Record



Installation Access

Military, Retired Military, Military Family Members and DOD Civilian Employees

Common Access Cards (CACs), retired military and military family member ID cards can be used to access DSCR. The Visitor Center is also a fully functioning ID Card office for all military, retired military, military family members and DOD Civilian Employees.

To make an appointment for CAC, Retiree, and Military Dependent identification: please visit the [ID Card Office Online](#).

Contractors/Visitors/Guests

Contractors, visitors, and guests must be sponsored for unescorted access to DSCR. All contractors, visitors, and guests should be pre-vetted 3-5 days prior to their visit. Pre-vetting must be coordinated through the visitor's sponsor. See the below links for instructions and FAQs. Through the Defense Biometric Identification System (DBIDS) cards are issued to long term visitors who are not authorized to be issued a CAC but still need access to the installation. A DBIDS card can also be setup to provide access the facilities on the installation, upon request of the sponsor.

Sponsors

Sponsors should guide their visitors through the DBIDS Pre-Registration Process detailed in the below links. The sponsor must email the 6-digit alpha-numeric code to dscrvisitrequest@dla.mil along with the duration of the requested pass. Sponsors are vouching that the visitor has official and/or legitimate business on DSCR.

[DBIDS Pre-Enrollment Information \(PDF\)](#) | [DBIDS Pre-Enrollment FAQs \(PDF\)](#) | [DBIDS Pre-Enrollment](#) 

Contact: Leroy Stanford, DSCR Visitor Center, 804-279-4754, email: [✉ Leroy.Stanford.ctr@dla.mil](mailto:Leroy.Stanford.ctr@dla.mil)