

Camp Murray Defense Biometric Identification System (DBIDS) Pre-Enrollment Instructions
Updated: 12 January 2023

Page 1

Step 1: Click “Get Started” on the DBIDS Pre-Enrollment Page.

Page 2

Step 2: Enter your complete First, Middle, and Last name with any suffix

Step 3: Enter your date of birth in Month, Day, and Year.

Step 4: Enter your Country of Birth and Country of Citizenship.

Step 5: Under “Primary Identifier”, select your ID Type. This can be:

- Foreign ID Number (US Issued)
- USCIA (A) Number
- Taxpayer ID Number (ITIN)
- National ID (Foreign Country Issued) with ID Number and Issuing Country
- Passport with Passport Number and Issuing Country
- Social Security Number with no dashes (this is the preferred identifier)

Note: Secondary Identifier is not required.

Step 6: Click “Next”.

Page 2

Step 7: Enter your Gender, Ethnicity, Hair and Eye Color as they appear on your ID or Driver’s License.

Step 8: Enter your Height and Weight.

Note: Occupation is not required.

Step 9: Click “Next”.

Page 3

Step 10: Enter your primary address.

Step 11: Enter a valid email, and select “Personal” or “Work”.

Step 12: Enter a valid phone number, and select the “Type” (DSN, Home, Mobile, or Work).

Step 13: Click “Next”.

Page 4

Step 14: Enter your Sponsor’s First and Last Name.

Step 15: Enter a valid email and phone number.

Note: This step is crucial in making sure that your pass is sent to the correct location.

Step 16: Select the following for “Site”:

- Service - “Air Force”
- State - “Washington”

Step 17: Click “Camp Murray”.

Step 18: Enter the Start and End Date for your visit (for single day visits, use the same date).

Step 19: Enter your Purpose of Visit, as well as retyping the Sponsor Information (Steps 14 & 15), as well as your Start / End Date of your visit (Step 18).

Step 20: Click the check box to acknowledge that the information you entered will be used for vetting to determine fitness to enter the installation in accordance with Department of Defense and local policies.

Step 21: Click “Submit”.

Page 5:

Step 22: Print this page or write down the alpha-numeric code provided and email it, along with a copy of your photo ID to your sponsor to submit to Security Forces to create your pass.

If approved for entry, your visitor’s pass will be emailed using the information provided to your sponsor.

Note: For Expedited Entry, your sponsor must email the following to 194WG.SFS.CampMurrayVCC@us.af.mil:

- A photo of your Driver’s License or photo ID (this will be used as the photo on your visitor’s pass).
- A PDF print out of the page with the QR code and alpha-numeric.

If approved for Expedited Entry, your visitor’s pass will be emailed using the email that your sponsor used to submit your documentation.