MCAS Miramar- Base Access/Background Check Process

All civilians (instructors & students) who do not have military affiliation must complete a background check application prior to being granted access to the installation. MCAS Miramar has made changes to the process of obtaining base access. The "Background Check form" process has been replaced by a "DBIDS Contractor Badge" process. This process applies even if you already have received a base pass so it is highly important for you to follow the instructions below in order to receive a new base pass.

STEP 1: Complete a DBIDS application: In order to start the process, you will need to go to the website below and fill out the application for base access:

https://dbids-global.dmdc.mil/enroll#!/

*If you receive an error when trying to access this page, you must, click on "continue to this website," and you will take you to the DBIDS registration page.

The application will include 5 sections as listed below:
1. Person - Name, Date of Birth, citizenship, SSN, etc.
2. Demographic - Gender, ethnicity, hair color, eye color, etc.
3. Address & contact information - phone number, email address, etc.
4. Sponsors' Information: You will need to input the following information in this section
   - Sponsor name: Demetra Anderson
   - Sponsor email: demetra.anderson@usmc.mil
   - Sponsor phone number: 858-577-1801
**Comments (Purpose of visit):** in the comments section you can copy and paste the message below and make changes as they pertain to your specific class. You cannot enter more than 120 characters.

"I am a student with San Diego Miramar Community College and am scheduled to attend PSYC 101-General Psychology at the Education Center (AKA The Hub) building 5305 on Monday and Wednesday nights from 5:00pm – 8:10pm. The Term begins on Monday, January 28th and ends on Saturday, March 23rd"

5. Finished - This page lets you know the application has been completed. You will need to print the last page with the confirmation code and QR code and bring it with you to your appointment. Please also scan to email me your QR code for our records.

STEP 2: Once you complete the DBIDS application, you can obtain your DBIDS credential or temporary pass at the Pass and Decal office. Please be prepared to bring the following items as required:

1. The DBIDS application confirmation QR code
2. Bring the following documents to your appointment (you must have two forms of ID at the time of your appointment to receive your badge)
   - Valid State or Federally issued photo ID
   - Valid vehicle registration
   - Proof of vehicle insurance with expiration date displayed
   - Resident Alien Card (if non-US citizen)
   - Work authorization card (if non-US citizen)
   - U.S. Passport

Here are some things to keep in mind that will help ensure a positive experience with the new process:

- Make sure to fill out all of the information on the DBIDS application. Do not leave anything blank
- Complete the application as soon as possible. This is a new process and there are many individuals having to complete this process
- Keep a copy of your confirmation page and do not forget to bring the confirmation page when picking up your pass
- Only enter the base through the East gate located off of Miramar Way until you have your new pass. Attempting to enter through any other gate may result in denied access

***Please make sure you complete this as soon as possible. Also, please reply to this email to confirm receipt along with scanning to email your DBIDs registration QR code.***
The Pass & ID office is located at the East Gate off of Miramar Way; they operate Monday through Friday 7:30am - 3:30pm and can be reached at 858-577-1463. You will be able to pick-up your base pass which will be valid for the duration of the 8-week session, on the first day of class. **It is recommended you arrive at least 2-3 hours before the start of your class to ensure you can have your Temporary pass issued in a timely manner.** You will be asked to show your valid Driver's License, current vehicle registration and proof of vehicle insurance at that time.