

Welcome To Columbus Air Force Base

The Visitor Control Center

108 Simler Blvd.

Columbus AFB, MS 39705

(662) 434-7133

14SFSS5B@us.af.mil

Business Hours:

Monday—Friday: 0730—1630

Closed: Weekends & Federal Holidays



- All personnel entering the installation are required to pass a background screening. Sponsors will be notified if a guest fails to pass a background screening.
- Pre-registration is available to visitors, but is not mandatory for passes. It is an option designed for the convenience of the sponsor and their visitors. The process was created to drastically reduce wait times and in some situations eliminate the need for sponsors to be present when visitors are receiving their pass. In order for the sponsor to not be present they must send an e-mail, from their government e-mail, to the Visitor Center. Directions are in the “Registration” portion of this pamphlet.
- An e-mail will be sent to the sponsor once the visitor pass has been processed or if additional information is needed.
- The pre-registration process is not available for contractors or delivery personnel. This program is only available for personal guests of DoD personnel.

The Columbus Air Force Base Visitor Center provides passes for short and long term visits. All personnel visiting the base must report to the Visitor Center, to have a background check completed and a pass issued.

The Visitor Center is also the focal point for functions and special events, they process Entry Authority Lists (EALs) requested by sponsors. The standardized EAL format is available on the base app or by contacting the Visitor Center. EALs must be turned in no less than three duty days prior to the event. Only valid DoD ID cardholders are authorized to sponsor visitors onto Columbus AFB. Sponsors inherit full responsibility for their visitor’s conduct while on base.

Personnel wishing to request a visitor pass may now do so electronically or through the traditional in-person method.

Electronic pass requests received before 1000 on the last duty day of the week will be processed in advance by the visitor center prior to weekend visits. Requests received after that time may not be processed. However, passes are still able to be generated at the Main Gate when the visitor center is closed. In this situation the sponsor will have to be present as the Main Gate does not have access to e-mails sent to the Visitor Center.

Registering

Pass Pick Up

Frequently Asked Questions

First Time Visitors:

- **First time visitors** should be pre-registered at the following link to further reduce wait times:

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

- **Sponsors** should email the Visitor's Center at 14SFSS5B@us.af.mil with the following information:
 - * Visitor name, DOB, and SSN
 - * Visitor Driver's License number & State of Issue or other Federally recognized identification
 - * Vehicle Info (year, make, model, plate)
 - * Dates of visit
 - * Locations of visit
 - * Sponsor name and SSN
- Fingerprints & photo will be taken at the VCC for all **first time visitors**.

Returning Visitors:

- **Returning visitors** who have been registered in DBIDS previously do not need to preregister.
- **Sponsors** must email the Visitor's Center at 14SFSS5B@us.af.mil with the information listed above. The pass will be generated and kept at the VCC

All Visitors that are driving onto the installation need to bring:

- State issued driver's license
- Current vehicle registration
- Proof of insurance

Passes are required for all personnel 16 years of age and over. Anyone needing a visitor pass must bring a valid state or federally issued identification to enter the installation. Children under the age of 16 may be sponsored by an accompanying adult without the need for a pass.

Photographs & fingerprints are necessary to complete registration in DBIDS and must be completed for all new visitors. This will be done at the VCC by Security Forces personnel prior to issuing a visitor pass.

Sponsors do not need to be present at pick-up if the pass was requested through the VCC org box.

All requests of base access for **Foreign Visitors** must be processed at least 30 days prior to arrival. **Please call 662-434-7133 for more details.**

If I've visited another base in the past will I be automatically pre-registered into DBIDS?

Yes, since you have visited another installation you should already be in the DBIDS system.

Does my Sponsor have to be with me to obtain my pass?

No, provided your sponsor processed their request for your pass through the VCC org box and all necessary information. If your Sponsor did not send the Visitor Center an email, then your Sponsor will have to physically be present to create and issue the pass.

Does my Sponsor have to be with me in order to enter the base?

Your Sponsor does not have to be with you to enter the base. As long as you have a DBIDS pass and have been vetted onto the installation, then you may enter the base.

What if I e-mail my sponsorship request after 1000 on the last duty day of the week?

Requests received after 1000 the last duty of the week stand a chance of not getting processed prior to the weekend. If this were to occur the Main Gate can still issue your visitor a pass, however, you will need to be present. If you do not receive an e-mail from the VCC informing you the pass has been processed you should expect to present at the time your visitor arrives.

Why does it take longer to obtain a visitor pass after business hours?

After business hours a pass may be obtained at the Main Gate. It may take extra time for the pass to be created because the gate guards are controlling inbound traffic while processing the visitor request.