



Provost Marshal Office Contractor Vetting Office (CVO)



Defense Biometric Identification System (DBIDS) Information

1. Prime Contractor Liaison assignment

Prime Contractors begin employee enrollment by identifying one to four “liaisons” to assist in the vetting process. These liaisons will collect employee access request packets, deliver them to the Contractor Vetting Office (Building 818 adjacent the Holcomb Boulevard Gate), and serve as the point of contact for each Prime Contractor and all Sub-Contractors they hire.

2. Employees complete pre-enrollment online (Not mandatory)

Within 30 days of contract effective date employees visit <https://dbids-global.dmdc.mil/enroll#!/> and input all required personal, employer, and sponsor information. This information is only stored in the system for 30 days.

3. Prime Contractor Liaison drop off access requests

Within 30 days of contract effective date Liaison drops off access requests for employees (including all sub-contractors hired) at Contractor Vetting Office, Building 818. These requests must include:

SECNAV 5512. Liaisons ensure the request form is completely filled out and signed. This form can be found at <https://www.lejeune.marines.mil/Base-Access/>.

Source Documents. Contractors must provide an original or certified copy of (2) documents they wish to utilize for identity and fitness to access the installation. A list of approved documents is attached.

Government Contract. Contractors must provide a copy of the prime contract with the government and all subcontracts, as applicable. Required information includes contract number, effective dates/times, prime contractor, and government sponsor.

Letter of Authorization. Contractors must provide a Letter of Authorization on company letterhead referencing the applicable contract(s) and identifying the requesting individual as an authorized employee of the awarded company along with the employee’s required access days and times.

Appropriate Sponsor’s Information. The Defense Biometric Identification System (DBIDS) requires a sponsor to be identified for each credential and pass prior to issuance. The sponsor must be active military or government civilian with a Common Access Card (CAC). Government contractors are not approved sponsors. The sponsor’s Electronic Data Interchange Personal Identifier (EDIPI) and government email must be supplied to register in the system. The sponsor should be from the government entity awarding the contract or supervising the work.

Vehicle Registration and Insurance. Contractors driving aboard the installation must provide an original vehicle registration document. Copies of registration are only accepted for company-owned fleet vehicles. Proof of insurance is also required. A declaration page is required for insurance originating outside the state of North Carolina. Out of state insurance must meet North Carolina minimums of \$30,000/person, \$60,000/accident, and \$25,000/property damage.

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4. Contractor Vetting Office actions

The Contractor Vetting Office will conduct a nationwide background check, input customer information into the Consolidated Law Enforcement Operations Center database and DBIDS, and contact the appropriate Prime Contractor Liaison to:

- Individual passes background check – schedule an appointment
- Individual doesn't pass background check – inform of status and provide information of the appeals process. *Specific information regarding the reason for access denial cannot be conveyed in any other manner than in person.*

5. Prime Contractor Actions

Confirm appointment dates/times for employees of all Prime and Sub-Contractors and ensure they take the original/certified source documents with them to their appointment.

-Contractors driving aboard the installation must provide an original vehicle registration document. Copies of registration are only accepted for company-owned fleet vehicles.

-Proof of insurance may be provided electronically on the employees' smartphone or tablet.

6. Common Causes of Delay/Turn away

- Many customers do not bring the required second form of identification. Many bring copies of birth certificates rather than the originals. Reminder: all source documents must be originals/certified.
- Paperwork- Many customers bring incorrect Letters of Authorization and/or Government Contract. Examples of correct documents are provided in MCIEAST-MCB CAMLEJO 5530.25A and may be accessed at <https://www.lejeune.marines.mil/Base-Access/>
- Insurance – Customers sometimes do not have proof of insurance and need to step out to access on their smartphone.
- Power of Attorney-Customers operating vehicles that they do not own need a notarized power of attorney giving them permission to do so.

7. Real ID Information

Per MARADMIN 595/18 and DoD Manual 5200.08 V3, driver licenses and identification cards marked not valid for federal purposes, federal limits may apply, or any other similar language may not be accepted by DoD for the purpose of unescorted access (i.e. to obtain a Visitor Pass or DBIDS Credential).

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Appropriate Identification Documents

One form of ID must be from the list below. The second form can be from the list below, or it can be a social security card or birth certificate:

- ❖ U.S. passport or U.S. passport card
- ❖ Permanent Resident Card, Alien Registration Receipt Card, or Green Card (Form I-551)
- ❖ Foreign passport with a temporary I551 stamp or temporary I-551 printed notation on a machine-readable immigrant visa
- ❖ Foreign passport with a current arrival-departure record, U.S. Customs and Border Protection Form I-94 bearing the same name as the passport, and containing and endorsement of the alien's non-immigrant status indicating that status authorizes the alien to work for the employer
- ❖ Employment authorization document that contains a photograph USCIS Form I-766
- ❖ In the case of a non-immigrant alien authorized to work for a specific employer, a foreign passport with a Form I-94 or Form I-94A, bearing the same name as the passport, and containing an endorsement of the alien's non-immigrant status, as long as the endorsement has not yet expired and the proposed employment is not in conflict with any restrictions identified on the form
- ❖ Driver's license or ID card issued by state, possession, territory, or District of Columbia, provided it contains a photograph and biographic information such as name, date of birth, gender, height, eye color, and address
- ❖ ID card issued by federal, state, or local government agencies, provided it contains a photograph and biographic information such as name, date of birth, gender, height, eye color, and address
- ❖ School ID card with a photograph
- ❖ U.S. military or draft record
- ❖ U.S. Coast Guard Merchant Mariner Card or TWIC
- ❖ Native American tribal document