

## VISITOR CREDENTIAL TRANSITION INSTRUCTIONS

1. Between 10 September and 10 December 2018, all personnel with a MCB Hawaii Long-Term Visitor Credential or Long-Term Visitor Pass are required to exchange these credentials for a DBIDS credential. Long-Term Visitors who do not exchange their credential or visitor pass before 10 December 2018, will be denied access and directed to the Visitors Center, B1637, MCB Hawaii, or the Pass and Registration, B601, Camp Smith, for credential exchange, which will result in significant delay.
2. Long-Term Visitor Credentials and Long-Term Visitor Passes include the **Public Partner Program**, Commercial Activity Pass, Joint Education Student Pass, Agent Privilege Card Pass, Mokapu Elementary School Pass, Radio Flyer Club Pass, and all Social Services Passes.
3. During the transition period, your current credential or paper pass is valid for base access; however, a second form of government issued identification (driver's license, state identification card, passport, etc) must be presented to the gate sentry.
4. DBIDS credentials will be available for issue on 10 September 2018, at the Visitors Center, B1637; the PMO Customer Service Center, B1095, MCB Hawaii; the Pass and Registration Office, B601, Camp H. M. Smith; or by appointment at the Pu'uloa Range Control Office, B401. The end date of the DBIDS credential or paper pass will correspond with the expiration of your current credential or paper pass.
5. To expedite the credential exchange process, we require that visitors with a long-term credential or visitor pass to pre-enroll in DBIDS before they arrive for credential exchange. Failure to do so will result in significant access delay. Please follow these procedures to pre-enroll:
  - a. Access DBIDS pre-enrollment at <https://dbids-global.dmdc.mil/enroll#!/>, no more than 30 days and no less than five days before the visit. You must list the base sponsor's contact information in DBIDS in the sponsor section and include the name, email address, and telephone number of the base sponsor.
  - b. At the completion of the pre-enrollment, you will receive an alpha-numeric pre-enrollment confirmation code and a QR code which you can print, save as a PDF, and/or write down the alpha-numeric code. You must bring the pre-enrollment code or QR code with you for credential exchange. The pre-enrollment code is valid for 30 days only.
  - c. Pre-enrollment can be made on a computer, laptop, tablet, or smart phone. If you receive a certificate error message or a security warning when attempting to pre-enroll from a non DoD computer, tablet, or smartphone, please visit <https://www.dau.mil/faq/p/DoD-PKI-Certificates> and follow the step by step instructions.
6. When you come to the Visitors Center, please bring the two forms of identification you used to pre-enroll in DBIDS along with the printed QR code or alpha-numeric pre-enrollment code. Your photograph and digital fingerprints will be taken during processing. Failure to consent to the photograph or digital fingerprints will result in denial of base access.
7. If you are authorized base access for 60 days or less, you will receive a DBIDS paper pass or a DBIDS Credential for base access more than 60 days.

## PROCEDURES TO RENEW YOUR LONG-TERM VISITOR CREDENTIAL OR VISITOR PASS

1. You will not be able to renew your credential or visitor pass until your Base Sponsor submits the sponsorship request to the Provost Marshal Office on a Base Access Request Form (MCBH S-7 Form 5532).
2. Begin the renewal process by pre-enrolling in DBIDS following the instructions in paragraph 5 above and provide your Base Sponsor with the six digit alpha-numeric pre-enrollment code.
3. Your Base Sponsor will submit the Base Access Request Form to the Provost Marshal Office for processing and your Base Sponsor will notify you when you can visit one of the DBIDS locations for your DBIDS Credential or DBIDS paper pass.
4. When you come to the Visitors Center, please bring the two forms of identification you used to pre-enroll in DBIDS along with the printed QR code or alpha-numeric pre-enrollment code. Your photograph and digital fingerprints will be taken during processing. Failure to consent to the photograph or digital fingerprints will result in denial of base access.