



## JBER Base Access Request Form

### New Applicants

Must be accompanied by a copy/photo of the **employee's driver's license** before they can be submitted.

### Renewals

Must be accompanied by an image of **a) the drivers license and b) the current DBIDS card.**

### General Requirements

1. All Base Access forms must be filled out completely and legibly; AMH strongly suggests you utilize the fillable PDF version for each individual submission.
2. All individuals **MUST** have a REAL ID to be allowed to pick up their DBIDS card.
3. All individuals are responsible for adhering to all JBER installation regulations and all AMH policies.
4. All individuals are responsible for presenting themselves in a professional manner while on JBER.
5. The vetting and approval process can vary in time, dependent upon Base Access personnel's other demands. It can take up to 7 days for AMH to receive a response once submitted.

## COMPANY INFORMATION

To be completed by the established Single Point of Contact.

Full Name \_\_\_\_\_ Company \_\_\_\_\_

Phone Number \_\_\_\_\_ Email \_\_\_\_\_

Authorize Escort? Signature \_\_\_\_\_

## EMPLOYEE INFORMATION

To be completed by the employee.

|                               |                            |                   |
|-------------------------------|----------------------------|-------------------|
| Last Name                     | First Name                 | Middle Name       |
| Employee Date of Birth        | Driver's License/State ID# | ID State of Issue |
| Employee Sex (Male or Female) | US citizen (Yes or No)     | SSN               |

## EMPLOYEE ACKNOWLEDGEMENT

I have read and agree to the policies above and I have provided full and accurate information.

Signature \_\_\_\_\_ Date \_\_\_\_\_