



## JBER Base Access Request Form

### New Applicants

Must be accompanied by a copy of the employee's driver's license and a copy of their REAL ID. If your employee does not currently have a REAL ID they must submit copies/photos of two authorized forms of identification.

### Renewals

Must be accompanied by an image of a) the drivers license and b) the current DBIDS card and c) a copy of their REAL ID.

### General Requirements

1. All Base Access forms must be filled out completely and legibly; AMH requires you to utilize the fillable PDF version for each individual submission.
2. All individuals MUST have a REAL ID or two authorized forms of identification to be allowed to pick up their DBIDS card. Employees will need to complete the process to obtain a REAL ID prior to the expiration of 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 (AMH Approval Required) Signature \_\_\_\_\_

## EMPLOYEE INFORMATION

To be completed by the employee.

Last Name	First Name	Middle Name
Employee Sex (Male or Female)	Employee Date of Birth	US citizen (Yes or No)
Driver's License/State ID #	Driver's License State of issue	Form of REAL ID

## EMPLOYEE ACKNOWLEDGEMENT

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

Signature \_\_\_\_\_

Date \_\_\_\_\_

## NO REAL ID?

A REAL ID is strongly encouraged, and the allowances and alternatives below are subject to change without notice.

If your employee does not have a REAL ID the following acceptable alternate identifications must be presented to the staff at the Visitor Control Center.

1. State or Federal issued photo ID, Social Security card, and original birth certificate from a U.S. state, territory, or District of Columbia **bearing a raised seal**. No copies or scans, it must be the original only.
2. **Native American Tribal ID** and a **state issued drivers' license**.
3. **Transportation Worker Identification Card** and a **state issued drivers' license**.