

## Contractor Pass Request Instructions

In order to be in compliance with the DBIDS implementation and be able to access KAFB (which grants access to Sandia Labs simultaneously), you are required by the Air Force to enroll and obtain a DBIDS pass.

**If all sections of the form are not completed, the Air Force will NOT process the request. Failure to complete this form will result in your denied access to Kirtland Air Force Base/Sandia Laboratories.**

**If you have a current government issued ID you do not need to complete the DBIDS forms. Please send a photocopy of your government ID and the blank DBIDS forms along with your other pre-employment paperwork.**

- **“Sponsor’s Information” section is prepopulated – do not change**
- **List your first, middle and last name.** If you do not have a middle name, leave the section titled “Middle Name” blank.
- **Date of Birth:** List your date of birth
- **Sex:** Check “M” for Male or “F” for Female
- **SSN:** List your entire Social Security Number
- **Home Address:** List your current home address
- **Phone #:** List your home or cell phone number
- **Type of ID Card:** Insert “Driver’s License” or “State Issued ID”
- **Number on ID Card:** Insert your Driver’s License or State Issued ID Number
- **Company Name/Phone:** Sandia National Laboratories is prepopulated please add your personal phone number
- **US Citizen:** Check “yes” or “no”, if “no” fill out your country of citizenship

Instructions and a map will be provided to you at New Hire Orientation indicating the locations where you may pick up your DBIDs access pass.

**If you have questions contact:**

Contact [Nick Atencio](#), Personnel Security Specialist, at 505-844-4391