

## Criminal Background Check Information 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.**

### DIGITAL SIGNATURES WILL NOT BE ACCEPTED

- **Last Name:** Insert your last name
- **First Name, Middle Initial:** Insert your first name and middle initial
- **SSN:** Insert your social security number
- **DOB:** Insert your date of birth
- **Race:** Insert your ethnicity (i.e. white, Hispanic, etc.)
- **Sex:** Insert Male or Female
- **Eyes:** Insert your eye color
- **Height:** Insert your height
- **Weight:** Insert your weight
- **Address, City, Zip:** Insert your current address, including city, state and zip
- **U.S. Citizenship:** Check “Yes” or “No” if you are a U.S. Citizen. If you are not a U.S. Citizen insert your country of origin.
- **Driver’s License Number and State of Issuance:** Insert your driver’s license number and write the name of the state it was issued. If you do not have one write N/A.
- **Age 18 or Over:** Check “Yes” if you are over the age of 18 or “No” if you are under the age of 18.
- **Any Alias:** Insert any other current or previous names you may have.
- **Signature:** Print and sign form in ink, when completed.

**If you have questions contact:**

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

