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 an email to your Hiring Associate acknowledging that you have a card that grants you access to Military Facilities.

- **"Sponsor's Information" section is prepopulated – please 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
- **US Citizen:** Check "yes" or "no", if "no" fill out your country of citizenship

Instructions and a map of where you can pick up your DBIDs pass will be provided to you at New Hire Orientation.

If you have questions contact:
Geraldine Lovato, Staffing Associate, 505-844-4450

FOR S5B USE
Received: _____
Contacted: _____
Processed: _____

KIRTLAND AFB PASS REQUEST

SPONSOR'S INFORMATION	
FIRST NAME	Sandia National Laboratories HR Staffing
MIDDLE NAME	Emergency POCs - Chuck Maheras - 284-5025 or Nicole Reyes- 845-9784
LAST NAME	Email: Geri Lovato - glovato@sandia.gov
SSN or DOD ID Number	
DATE OF BIRTH	
SEX	M F (circle one)
ORGANIZATION	Sandia National Laboratories
ORGANIZATION ADDRESS	1515 Eubank Blvd. SE, Albuquerque, NM 87123
DUTY PHONE	844-3197

CONTRACTOR'S/////VISITOR'S INFORMATION	
FIRST NAME	
MIDDLE NAME	
LAST NAME	
DATE OF BIRTH	
SEX	☐ M ☐ F (check one)
SSN *(MANDATORY)*	
HOME ADDRESS	
PHONE # (Where you can be contacted/daytime)	
Contractor/Visitor's Personal Identification (State or Government Issued)	
ID Type (For example: Drivers License)	
ID NUMBER	
STATE OF ISSUANCE	
Contractor's Company Information	
COMPANY NAME/PHONE	Sandia National Laboratories / 844-3197
COMPANY ADDRESS	1515 Eubank Blvd. SE, Albuquerque, NM 87123
Contractor/Visitor's Citizenship	
US CITIZEN?	YES ☐ NO ☐ (IF NO, STATE COUNTRY OF CITIZENSHIP) _____
Additional Pass Information	
DESTINATION on Kirtland AFB	802
DURATION OF PASS *****(Date of Expiration)	*(Not to exceed 1 yr) Month: Day: Year:*
DAYS REQUIRED ACCESS/TIME **NOTE: Circle the days access is required and indicate the access time requested for example (0700-1900).	M TU W TH F SAT SUN ACCESS TIMES (0:00 to 23:59)
PRIVACY ACT STATEMENT	

PRIVACY ACT STATEMENT: AUTHORITY: Title 5 USC Section 301, Departmental Regulation Principle Purpose: To implement AFI 31-201, Installation Security and 31-204, Air Force Motor Vehicle Traffic Supervision **ROUTINE PURPOSE:** To request and record the issuance of a Visitor when the use of another form is not authorized or specified. Failure to provide any of the information requested may result in non-issuance of the Visitor Pass. Disclosure of the SSN is voluntary acceptance of these terms constitutes approval for a criminal history background check to be conducted as part of the request approval process. This information is necessary for validation of identity and determination of entry eligibility onto Kirtland Air Force Base. Failure to provide this information may result in a non-issuance determination by the issuing authority.