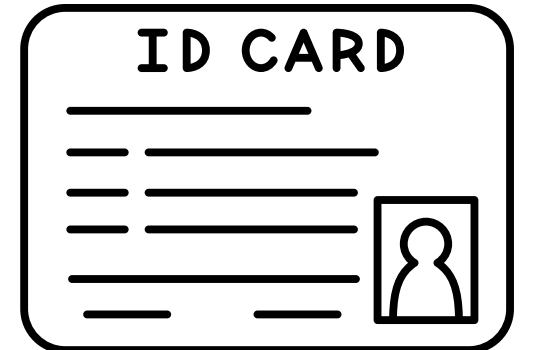


# Mendez Visitor Control Center

## Vance AFB



### Hours of Operation

**Monday - Friday**

**0700 - 1500**

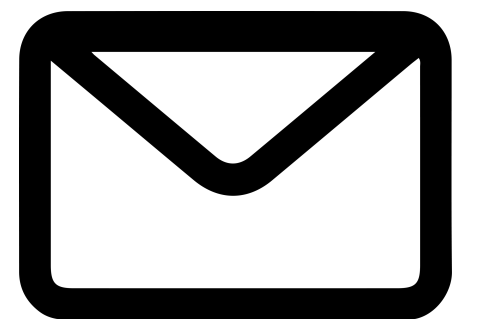
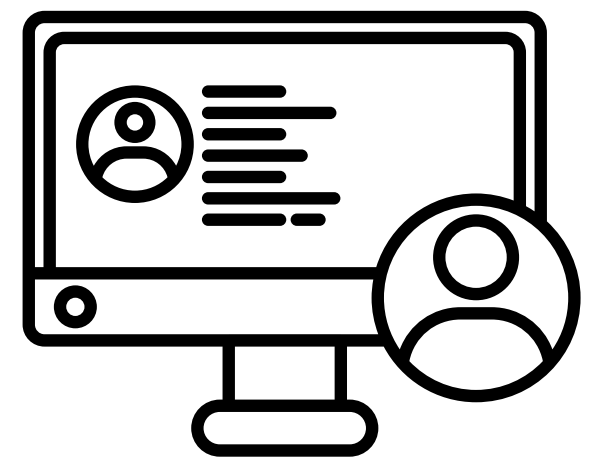
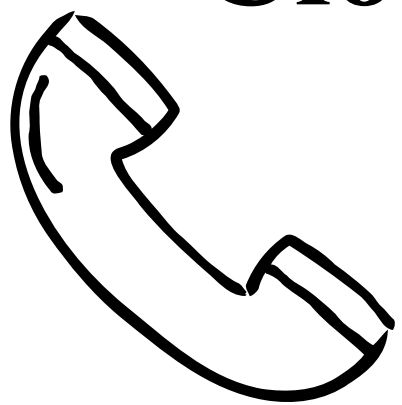
**1200 - 1230 closed for lunch**

**Closes at 1200 last Friday of every month**

**Closed on Federal Holidays and Wing down days**

**Phone: (580) 213-7410**

**Email: [71SFS.VCC@us.af.mil](mailto:71SFS.VCC@us.af.mil)**



**For passes outside of normal hours please visit the Main  
gate**

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- up to 30 day pass

## **4. Commercial Vehicles**

## **5. Pre-Vet Form**

## **6. Entry Authorization List**

- 5+ people

## **7. DBIDS Cards**

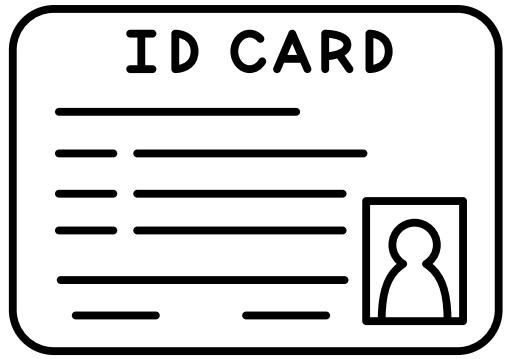
- Long term Visitors Pass-30+ days

## **8. Foreign Visitor Request**

## **9. Firearm Registration**

## **10. Base Denial Appeals**

# Short Term Visitors Pass



**30 days or less**



## What do you need?

- Valid Identification Document (Drivers License, identification card, passport etc.)
  - ID's that are not Real ID compliant require an escort the entire time they are on base.

## Non-U.S. Citizens

- Residency Card
- Visa
- I-94
- Foreign Visitor Request if necessary



## If you are operating your own vehicle:

- Current Vehicle Registration (physical copy)
- Current Vehicle Insurance (photo copy accepted)

## If you are in a Rental vehicle

- Bring the rental agreement

## If the sponsor will not be present at the VCC

- A short term visitor pass request may be submitted through the Pre-Vet Request form
- Have your sponsor follow the link on the “Pre-Vet Request Form” page and fill it out at least 3 duty-days before your visit.

# Commercial Vehicles

**Commercial Gate is open Monday-Friday**

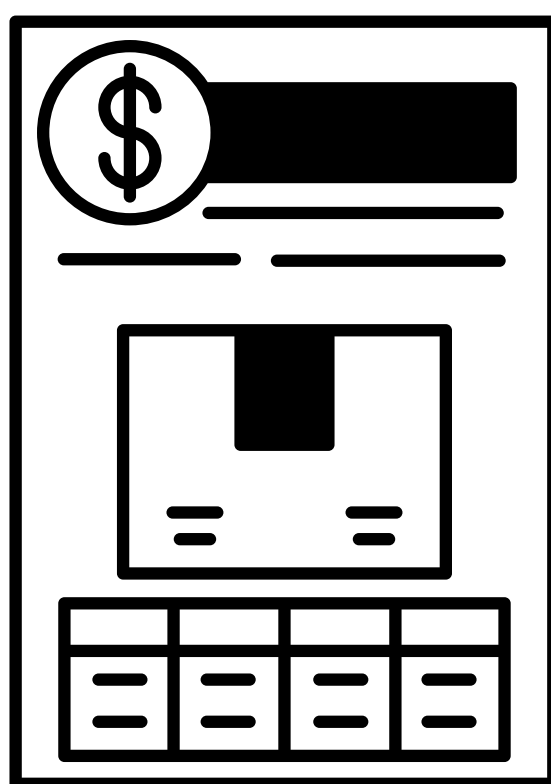
**0630-1430 off of S Cleveland**

## What do you need for a visitor pass?

- Valid Identification Document (Drivers License, identification card, passport etc.)
  - ID's that are not Real ID compliant require an escort the entire time they are on base.
- Current Vehicle Registration (physical copy if registered in Oklahoma)
- Current Vehicle Insurance (photo copy accepted)
- Bill of Lading

### Sponsor Information

- First and Last name
- Phone Number



**\*\*Commercial gate is for commercial services only. What constitutes a commercial vehicle?\***

Multi-axel vehicle, delivery services, buisness decals on vehicle.

**You may obtain a pass through the commercial gate during normal duty hours, after hours you may obtain a pass at the Main Gate.**

# **Pre-Vet Form**

**\*\*Must be submitted at least 3 duty days prior to visit.**

**This form takes place of the sponsor having to be at the Visitor Center when the pass is issued.**

**Please see PDF labeled “Short Term Visitor Pass” for reference of everything you need to bring in order to obtain a pass**

**Must have Real ID**

**Please see link below of the form for the sponsor to fill out**

**<https://forms.osi.apps.mil/r/sFKupD40ru>**

# Entry Authorization List (EAL)

**\*\*Must be submitted at least 3 duty days prior to the start of the event.**

EAL's are completed by individuals with sponsorship authority and are requesting unescorted installation access for 5 or more personnel (i.e base events, drop night, graduations, and construction projects)

**EAL's:**

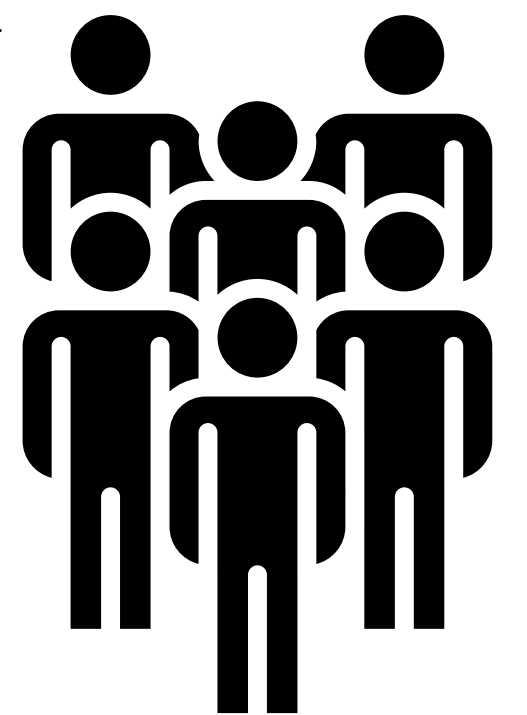
**Have a minimum of five personnel listed**

**List visitors in alphabetical order**

**Contain visitors full, legal name**

**Include location, time and date of event**

**Cannot exceed 30 days**



Open and fill out the template below using Word, on a military computer. Save the completed word document as a PDF, digitally sign, and then email it to [71sfs.vcc@us.af.mil](mailto:71sfs.vcc@us.af.mil)

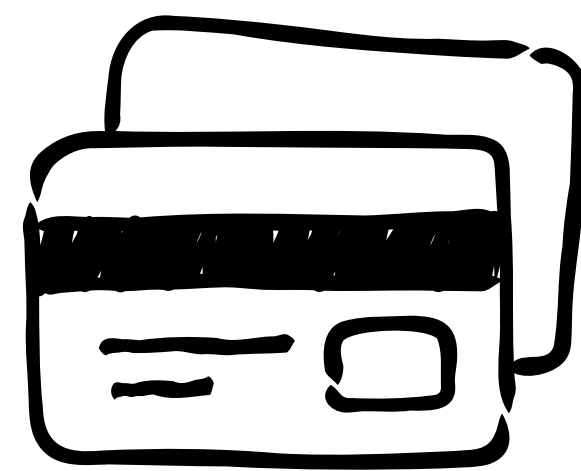
**[https://www.vance.af.mil/Portals/61/Docs/VCC%20EAL/VCC%20EAL%20Request%20\(CAO%2029%20Jan%2026\)%20\(2\).pdf?ver=Vxfz7greOXoUyXv-0U1\\_dw%3d%3d](https://www.vance.af.mil/Portals/61/Docs/VCC%20EAL/VCC%20EAL%20Request%20(CAO%2029%20Jan%2026)%20(2).pdf?ver=Vxfz7greOXoUyXv-0U1_dw%3d%3d)**

**\*\*Must have REAL ID\*\***

# **Long Term Visitor Pass (DBIDS CARD)**

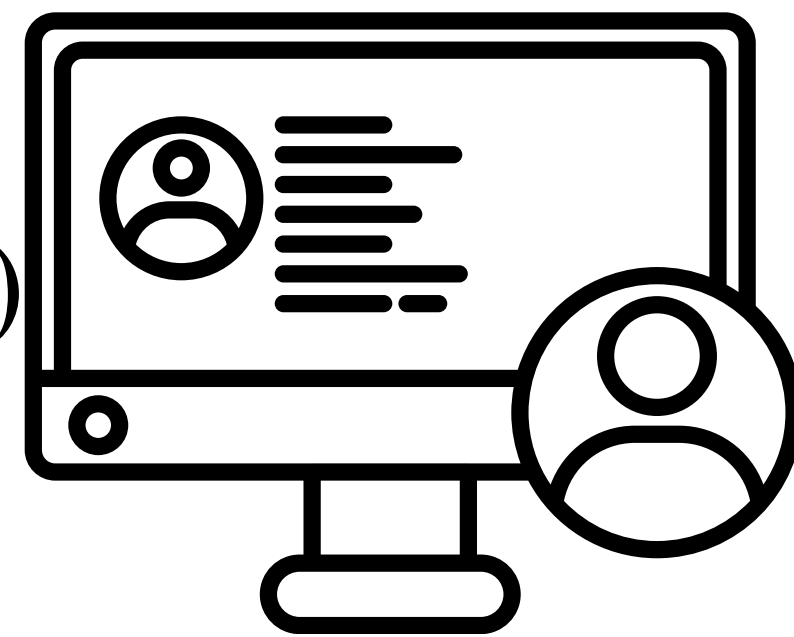
## **31+ days**

**Contractors, school parents, childcare parents, and long-term visitors may receive a DBIDS card. Visitors must have a completed long-term pass application signed by an authorized official. Sponsor may email the pass application to the VCC within 10 duty days of the calendar visit.**



What do I need to bring to the Visitor Control Center?

- Valid identification document
- Current Vehicle Registration (physical copy)
- Current Vehicle Insurance (photo copy accepted)
- DBIDS Application printed and filled out



Non-U.S. Citizens

- Residency Card
- Visa
- I-94

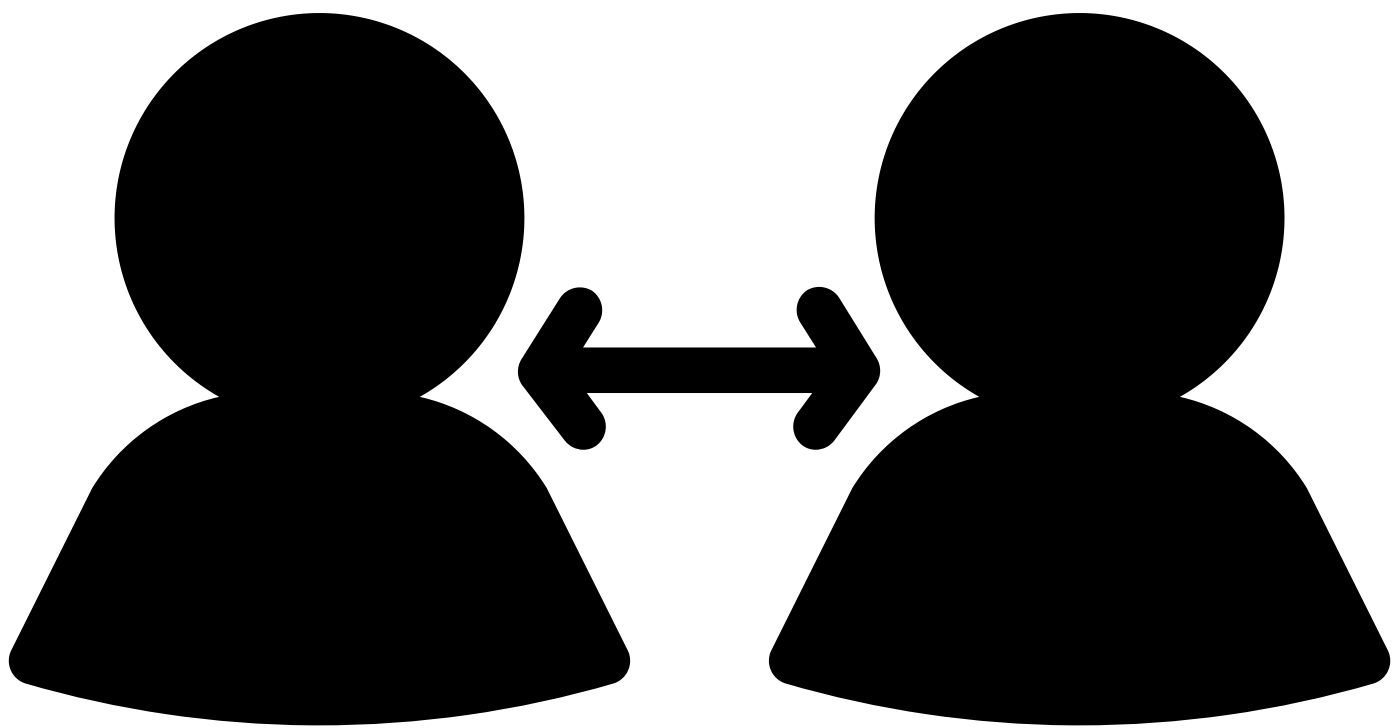
**[Click here for Application](#)**

**[DBIDS Authorizing Officials Request](#)**

# Foreign Visitor Request

Foreign visitors are NOT authorized unescorted entry and require specific authorization for VAFB entry. Sponsors wishing to escort foreign visitors onto Vance AFB must provide a **colored copy of the visitors passport** and **“Foreign Visitor Request Form”** to the VCC no later than 14 duty days prior to scheduled visit. 14 days is required for Security Forces and AFOSI background check.

## Foreign Visitor Request link



Escort with DOD ID  
REQUIRED

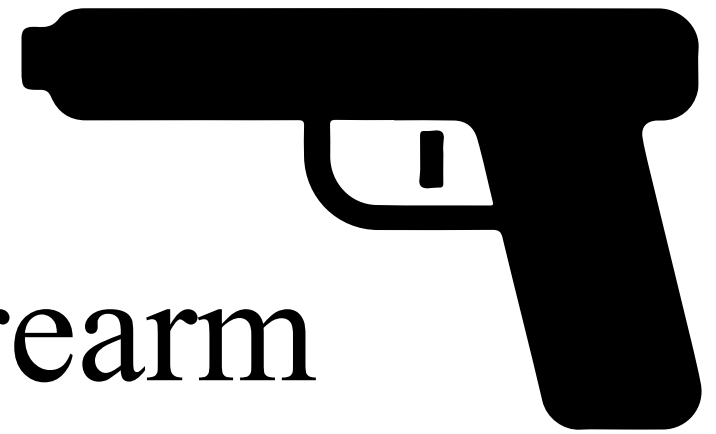


# Firearm Registration

The open or concealed carrying of POFs on Vance AFB is strictly prohibited.

If living in base housing you may transport a Personally Owned Firearm as long as it is:

- Unloaded
  - No magazine or ammunition in firearm
- Out of reach or locked in a container within vehicle
- This firearm will be registered through the Visitor Control Center.
- You will notify Security Forces and take the most direct route to housing.



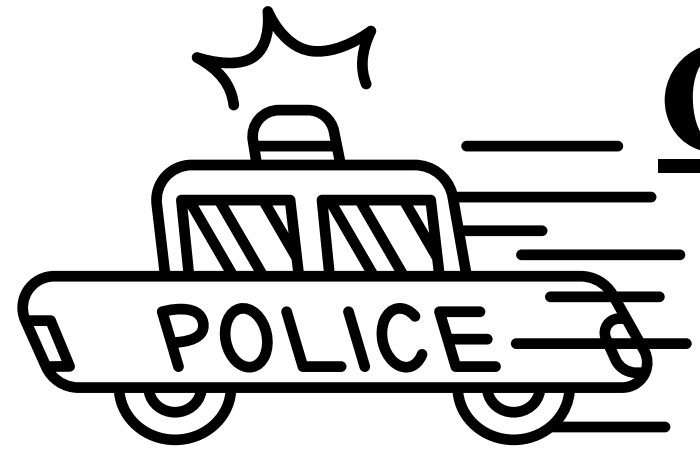
**To register a Firearm while living in base housing**

Print and fill out AF Form 1314 ([Click here](#)) and bring to Visitor Control Center during regular duty hours

**To register a firearm living in the dorms call  
580-213-7422 or 7415 to register with the  
armory**

# Base Access Denial Appeals

Please see links below for information regarding appealing citations on base and base access denials. All other questions regarding denials please call the Vance Reports and Analysis at 580-213-5522



**Citation Appeal Process PDF**

**Denial of Access Appeal Process PDF**

