

FREQUENTLY ASKED QUESTIONS: Fort Lee Installation Access

Fort Lee vets all persons (over the age of 18) requesting entry who do not have the appropriate credentials to enter the post. These individuals are directed to a Visitor Control Center (VCC) for a background check and an access pass, which can then be used at any gate. Below are answers to common questions about these procedures.

MORE INFO AT WWW.LEE.ARMY.MIL/ACCESS



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- How about off-post restaurants delivering food on post?
- I'm divorced and non-military, but my child is a military dependent with an ID card. Do I need an access pass to take her to medical appointments on post?
- I am active-duty military with a 21-year-old son who is a part-time student and no longer has a military ID. He still lives at home with us on Fort Lee while he attends school. Is he required to go through the Visitor Control Center each time he leaves for school and comes back on post? Is there a plan to issue former dependents living on post a long-term pass?
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Why did the Army implement these increased security requirements?

Homeland Security Presidential Directive #12 directs the Department of Defense to use the National Crime Information Center Interstate Identification Index (NCIC-III) to vet personnel entering any military installation who do not possess a U.S. Government Common Access Card (CAC) or Uniformed Services Identification (ID) Card.

Where is the Visitor Control Center?

The primary VCC is located in the Dukes Welcome Center at the Lee Avenue Gate and is open 5 a.m.-8 p.m. weekdays and 6 a.m.-11 p.m. weekends and federal holidays. A secondary VCC (drive-thru only) is open at the main gate at Sisisky Avenue from 8-11 p.m. weekdays. All VCC operations will eventually transfer to the Sisisky Avenue Gate once a new permanent facility opens there.

What is NCIC-III?

NCIC-III is the National Crime Information Center (NCIC) Interstate ID Index (III). It is the Army minimum baseline background check required for entrance onto Army installations for non-common access card (CAC) holders and visitors. Visitors under the age of 18 will not have an NCIC-III check conducted.

Does this affect those with a military, retiree, dependent or CAC ID?

There is no change. Proceed to the gate as you normally would. If you are traveling in the same vehicle with visitors ages 18 and older, ensure they have a valid photo ID such as a driver's license. NOTE: During unannounced 100% ID checks at the gates, visitors may be required to receive a background check and access pass.

What forms of ID can I use to get on post without a background check?

The following forms of identification are acceptable to enter the post without an NCIC-III background check:

- 1) DoD Common Access Card (CAC)
- 2) DD Form 2A (ACT) (Active Duty Military Identification Card)
- 3) DD Form 2 (ACT/RES) (Armed Forces of the United States-Geneva Conventions Identification Card (Active and Reserve))
- 4) DD Form 2 (RET) (United States Uniformed Identification Card (Retired))
- 5) DD Form 2S (ACT/RES) (Armed Forces of the United States-Geneva Conventions Identification Card (Active and Reserve))
- 6) DD Form 2S (RET/RES RET) (United States Uniformed Identification Card (Retired and Reserve Retired))
- 7) United States Government issued authenticated Federal PIV credentials.
- 8) DD 1173, United States Uniformed Services Identification and Privilege Card (persons over the age of 18)

What documents are needed to access the post if I do not have a military ID?

All persons ages 18 and over must present a valid picture identification card for access to the installation. Following a favorable NCIC-III check, these personnel and visitors may enter the post if they possess a Fort Lee access pass along with any of the following valid forms of identification:

- 1) State-issued driver's license (except for Illinois, Minnesota, Missouri, New Mexico and Washington, as well as the American Samoa territory, due to non-compliance with the [Real ID Act](#))
- 2) DA Form 1602 (Civilian Identification and Gold Star Family)
- 3) The Transportation Security Agency (TSA) issued Transportation Worker Identification Credential (TWIC)
- 4) DD Form 2574, Armed Forces Exchange Services ID and Privilege
- 5) DD Form 1934, Geneva Convention ID card for Medical and Religious
- 6) DD Form 2764, US DoD/Uniformed Services Civilian Geneva Convention ID
- 7) DD Form 489, Geneva Convention ID card for Civilians

Additionally, all drivers must possess a valid driver's license, state vehicle registration and proof of insurance.

What if I am visiting Fort Lee on official business but don't have a military ID?

A representative of the organization you are visiting – provided he/she has the appropriate credentials to access the post without a background check – may escort you on post. You must remain with an official escort at all times while on Fort Lee in this instance. Otherwise, prior to accessing the post, you must submit to a background check in order to receive an access pass.

What issues would prevent someone from coming onto an installation?

Derogatory information appearing in a background check that can result in denied access to the post includes, but is not limited to:

- 1) The NCIC-III contains criminal information about the individual that will allow the senior commander to determine whether the individual presents a potential threat to good order, discipline and/or health and safety on the installation.
- 2) The installation is unable to verify the individual's claimed identity based on the reasonable belief that the individual has submitted fraudulent information concerning his or her identity in the attempt to gain access.
- 3) The individual has a current warrant in NCIC, regardless of the offense or violation.
- 4) The individual is currently barred from entry or access to a Federal installation or facility.
- 5) The individual has been convicted of crimes encompassing sexual assault, armed robbery, rape, child molestation, production or possession of child pornography, trafficking in humans, drug possession with intent to sell or drug distribution.
- 6) The individual has a U.S. conviction of espionage, sabotage, treason, terrorism or murder.
- 7) The individual is a registered sex offender.
- 8) The individual has been convicted of a felony within the past 10 years, regardless of the offense or violation.
- 9) The individual has been convicted of a felony firearms or explosives violation.
- 10) The individual has engaged in acts or activities designed to overthrow the U.S. Government by force.
- 11) The individual is identified as known to be or suspected of being a terrorist or belonging to an organization with known links to terrorism or support of terrorist activity.

What happens if I'm denied post access due to an unfavorable background check?

In cases where an un-cleared contractor or visitor is denied access based on derogatory information obtained from an NCIC-III check, the individual will be provided with information on how to request a waiver to obtain access to the installation. Unless the waiver is granted, access will be denied.

Is there any way around the requirement for a background check? I have a felony conviction but I need to get onto post to work.

If you are currently employed or seeking employment on Fort Lee, there is no way around the requirement for a background check. However, if you are denied access based on derogatory information in a background check, you may apply for a waiver – your organization / government sponsor can elect to sponsor you through this process. If the waiver is granted, you will be eligible to access the installation.

I see that the NCIC-III check looks for felonies within the last 10 years. Is it 10 years from the date of conviction or 10 years from the completion of probation?

It's from the date of the conviction.

What if I forget my CAC or military ID card at home/work?

You will be required to go to the Visitor Control Center for a NCIC-III background check and receive an access pass – or you can have someone bring your ID to you. NOTE: If derogatory information appears on an NCIC-III check that bars you from the post, you will need to go through the appeals process before gaining access to the post again, even if you have valid credentials.

My spouse lives with me on post and has a valid military ID. She now has a felony conviction on her record. What will happen if she forgets her ID and goes to get a background check and access pass?

The felony conviction will result in her being denied access to the installation. She will be provided information on the process to apply for a waiver. The waiver authority will review and carefully consider the merits of each case on an individual basis.

My fiancé has an expunged offense that will show up on a background check. Will this prevent her from coming onto post until we are married or is there a clause allowing for these issues?

If the offense is indeed expunged, your fiancé should not encounter any trouble when the background is run. However, keep in mind that her NCIC-III background check has to reflect that the offense was expunged. Hopefully your fiancé saved court records in the event there is an issue.

What if there's a mistake in the system?

A waiver may be requested, but immediate access to the installation will not be granted under most circumstances.

Can I apply for a pass in advance?

Yes. Please visit www.lee.army.mil/pmo/access.aspx or call the VCC at (804) 734-5053 during operating hours for more information.

If I have a military ID and want to take my mom on post, does she need to get a background check?

If you are a military ID cardholder and she is traveling in your vehicle (escorted), then she only needs to show a picture ID such as a driver's license. However, if she needs unescorted access – entering the installation on her own – she will need an access pass. To obtain one, she will need to undergo a background check at the VCC.

Three of us are attending my Soldier's upcoming graduation on post. Do we each need a background check for this or just an access pass?

If you need to travel onto Fort Lee, you and any passenger in your vehicle 18 and over will need a background check and an access pass. The passes will be valid for the duration of your visit. Background checks and passes are given at the VCC.

We are visiting a family member who lives on post for a week. Do we need an access pass? If so, how long is the pass valid, and can we go on and off the installation without a background check every time?

You and each visitor with you who is 18 or over will need an access pass. The VCC can issue a pass good for the length of your visit so you only need to do the background check once.

How about off-post restaurants delivering food on post?

Food delivery drivers will be required to receive a background check and an access pass when they deliver food on the installation. It should only add a few minutes to the delivery time, provided the delivery driver meets the criteria for receiving an access pass. The duration of the pass will vary by need.

I'm divorced and non-military, but my child is a military dependent with an ID card. Do I need an access pass to take her to medical appointments on post?

Yes.

I am active-duty military with a 21-year-old son who is a part-time student and no longer has a military ID. He still lives at home with us on Fort Lee while he attends school. Is he required to go through the Visitor Control Center each time he leaves for school and comes back on post? Is there a plan to issue former dependents living on post a long-term pass?

If your son lives with you on post, he is eligible for an access pass that is valid for up to one year. You will need to sponsor him, so it will be easiest if you accompany him to the Visitor Control Center to apply for the pass.

What if you have a live-in nanny who is authorized to reside with you in government quarters but they don't have a military ID card?

Certain individuals will be eligible to receive longer-term passes to access the installation, provided they have a clear background check and depending on the purpose and frequency of their visitation. You will need to sponsor him/her, so it will be easiest if you accompany the individual to the Visitor Control Center for the pass.

I ride my bicycle on Fort Lee on weekends – will I be able to ride on the base with my ID or will these new rules affect bicycle riders also entering the base?

All visitors to the installation without a CAC or military ID card will need an access pass if they are going through an Access Control Point, to include those riding bicycles.

I work for a U.S. federal agency and frequently travel to Fort Lee for official business. Will my federal credentials be sufficient to enter the installation?

Yes, your federal credentials are acceptable identification. You do not need an access pass. Proceed to the gate as you normally would.

Will disabled Veterans be granted access to post with the Government issued ID from the Veterans Administration?

No, a Veterans Administration ID is not an acceptable credential for accessing Fort Lee.

I am a Gold Star ID cardholder – can I use that ID to get on post?

No, this is not an acceptable credential for accessing Fort Lee without a background check. You will require a background check and access pass if you do not have a valid military ID card. It will, however, suffice to allow you entry along with a valid Fort Lee-issued access pass.

Can I use my Transportation Worker Identification Card to get on Fort Lee without a background check?

No, the TWIC issued by the TSA is not sufficient for entry without a background check, though it may be used along with a Fort Lee-issued access pass. Note that transportation workers making deliveries or conducting other business on Fort Lee on a regular basis may apply for a longer-term access pass.

I have a concealed carry permit from Virginia that required a background check. Can I use that to get on post?

Your previous background check is separate from the one required to enter Fort Lee. In order to receive an access pass, you still need to undergo an NCIC-III background check through the Fort Lee Visitor Control Center.

We are a moving company and deliver and pickup Soldiers household goods on base every day. What do we need to do to have a pass for all our trucks?

Background checks will be required for each driver and passenger accessing the installation. Also, in addition to a valid state-issued driver's license, state vehicle registration and proof of insurance, drivers of moving trucks must possess a current bill of lading for the specific delivery containing an address on the installation.

What about school bus drivers with routes on Fort Lee?

Bus drivers regularly accessing Fort Lee as part of their normal routes will be issued longer-term passes following a clean background check. We work very closely with Prince George County Schools to ensure there is little-to-no impact to the transportation of military dependents living on post to county schools.

I am an Army Civilian working on post. Is there a plan to issue credentials to spouses of Army Civilians so they don't have to get an access pass?

Your spouse will need a background check and an access pass unless he/she travels to Fort Lee with you in the same vehicle and has an appropriate government-issued photo ID. Your spouse is eligible for a long-term pass with you as the sponsor. NOTE: During unannounced 100% ID checks at the gates, visitors may be required to receive a background check and access pass.

I am a volunteer who frequently works on Fort Lee. Do I need to get an access pass every time I come to the post?

Contractors, Vendors and Volunteers are eligible for longer-term passes to access the installation. The authorized COR (Contracting Officer's Representative) or GES (Government Employee Sponsor) for the organization will have to sponsor you. Please visit www.lee.army.mil/access or call the VCC at (804) 734-5053 during operating hours for more information.

I enjoy coming to different events, visiting the museums and eating at the restaurants on post. I visit Fort Lee frequently, but do not have a valid military ID. Will I need to get a pass each time I visit or will I qualify for a long-term pass?

You will be required to get an access pass when you come on to the installation. When you arrive, you may request an access pass that is valid for longer than a day. Such requests are reviewed and approved on a case-by-case basis.

If I want to bring my civilian friends on post to go bowling, do they need an access pass or just a driver's license? I'm active duty military.

If your friends are in the same vehicle as you, then they do not need access passes, as you are a military ID cardholder. However, if they are in separate vehicles from you, or if you will not be escorting them the entire time they are on post, then they require both background checks and access passes from the Visitor Control Center. NOTE: During unannounced 100% ID checks at the gates, visitors may be required to receive a background check and access pass.

If I am getting married on post, how do I and my guests get on post with these new regulations?

Weddings are in a special category of events addressed in the new regulation, along with reunions and unit functions. The DoD sponsor for your event will need to give an attendee list to the Visitor Control Center prior to the day of the event. Your DoD sponsor is the unit or organization you coordinated with for your wedding reservation or venue (i.e. FMWR, Chaplain's Office, etc). The VCC will then inform the DoD sponsor which gate the guests should use for access (it does not necessarily have to be a VCC gate in this instance). Guests coming to post who do not have an accepted form of ID or are not traveling with a DoD escort will be directed to the predetermined gate and they will be vetted against the attendee list your DoD sponsor provided in advance. Your guests will need to bring a valid driver's license/photo ID with them.

I am a retired service member with a valid Military ID. Will my civilian grandkids be allowed on post as long as they are accompanied by me or my spouse?

Yes, if you or your spouse visit Fort Lee with your valid military ID, and the children are traveling in the same vehicle with you, they will not need access passes or background checks. Proceed to the gate as you normally would.

I'm traveling with my parents to Fort Lee for my husband's graduation and have my military ID. Do my parents still need a background check to get on post or can they just show their driver's licenses? Do we need an access pass?

It depends on whether you (the military ID cardholder) will be traveling in the same vehicle as your parents. If you will be in the same vehicle, then they will not need background checks or passes since the visit would be considered escorted by you as their sponsor. Pull up to the gate and show the military ID as well as valid photo ID for other occupants in the vehicle. If you will be in separate vehicles, then your parents will need background checks and access passes for the duration of their visit. NOTE: During unannounced 100% ID checks at the gates, visitors may be required to receive a background check and access pass.

I am a DoD contractor with a Common Access Card. Can I bring my wife onto the installation without her needing a background check or access pass?

No. Your wife will require a background check and access pass. Contractors are not authorized to escort uncleared visitors on post.

Does this mean there will be no more open house events, like Fourth at the Fort or the Grand Illumination?

We greatly enjoy celebrating special occasions on post with members of our surrounding communities. Fortunately, the Senior Commander has the authority to grant waivers for special events and/or if individuals with no DoD credentials are attending large functions on the installation. This means that for large public events on post, the requirement for background checks and access passes can be temporarily waived.

Will these changes cause more traffic at the gates? What is Fort Lee planning to do to regulate the flow of visitor traffic?

We have conducted as much pre-vetting of installation personnel as possible to relieve pressure from the access gates during the initial implementation of these procedures. While those traveling to Fort Lee should expect some delays initially, traffic flow will subside once normal operations are established. We are also making some improvements at Sisisky Boulevard Gate to accommodate traffic flow through the VCC that will be established there.

Can I get a copy of my NCIC-III background check information?

No. We are not legally permitted to provide this information, even with the subject of the background check.