



BADGING AUTHORITIES TRAINING

22 July 2026



Training Topics

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General Information

- Cape Canaveral Space Force Station and Patrick Space Force Base are closed Department of the Air Force installations.
- They are not open to the public.
- All federal and state laws apply on both installations.
- Weapons including all types of firearms, explosives, projectiles, and 3D printed weapons are prohibited on both installations and are a violation of federal law.
- All types of drones are prohibited on both installations and are a violation of federal law.
- Photography is prohibited unless permission is granted through the Space Launch Delta 45 Public Affairs office.





General Information



- The Defense Biometric Identification System is a Department of War security program used at military installations worldwide. It scans IDs and uses biometrics (like fingerprints and photos) to verify if a person is authorized to enter a base.
- It is a standalone system mandated for use by all Security Forces units to process personnel onto an installation.
- Security Forces is prohibited from using another system to create badges or passes.
- The Visitor Control Centers serve over 60K personnel annually.



What is a badging official?

- A badging official is a vetted individual responsible for sponsoring, signing, and reviewing all applications for official Defense Biometric Identification System ID badges or other credentials allowing unescorted access to Cape Canaveral Space Force Station and Patrick Space Force Base.





How do I become a badging official?

- Department of War (DoW) personnel may submit a Badging Authorities request on official DoW letterhead signed by their commander or director.
- Non DoW organizations may submit the same information on official company letterhead signed by your security manager.
- Send requests to the CCSFS VCC organizational email box: 45SFS.S5V.CCAFSVCC@spaceforce.mil or PSFB VCC: 45SFS.S5.VCC@spaceforce.mil whichever is appropriate to support your mission.

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DEPARTMENT OF THE AIR FORCE
UNITED STATES SPACE FORCE
SPACE LAUNCH DELTA 45

EXAMPLE

MEMORANDUM FOR 45 SFS/S5V

FROM: Unit

SUBJECT: Badging Authorities

1. The following personnel are appointed badging authorities IAW 45 SW 31-1, *Integrated Defense Plan*, Appendix 5 to Annex C, para e, (1). They are authorized to request Defense Biometric Identification system (DBIDS) cards/passes for Patrick AFB, Cape Canaveral AFS, and sign section II of the AF Form 2586, *Unescorted Entry Authorization Certificate*.

Name/Email	Phone	Signature
Last Name, First Middle sample@123.com	xxx-xxxx	
Last Name, First Middle Email	xxx-xxxx	

2. Any questions may be directed to XXXX at XXX-XXXX.

Commander/Director Name
Title



How do I remove myself as a badging official

- To remove someone no longer authorized as a badging official, email your updated badging authorities' memo directly to the appropriate organizational inbox: Cape Canaveral Space Force Station Visitor Control Center at 45SFS.S5V.CCAFSVCC@spaceforce.mil or the Patrick Space Force Base Visitor Control Center at 45SFS.S5.VCC@spaceforce.mil.
- The updated memorandum for badging authorities must be updated and emailed no later than 72 hours from a change in status.





Badging official's roles and responsibilities

- Review this required training.
- Ensure an updated memorandum for badging authorities has been submitted to the Visitor Control Center (VCC).
- Ensure only those personnel directly supporting your organization's mission are submitted for access credentials.
- Submit fully completed credential request forms to the VCC via email at least three (3) business days in advance.
- Badging officials are prohibited from issuing, processing, or approving credentials for themselves.
- Organizations are responsible for the immediate reporting of departed personnel to the VCC to prevent unauthorized base access.



Credential Request Form

- This form is used by badging officials to obtain credentials for installation access for personnel directly supporting their organizations mission.
- Specific instructions on how and what to fill in on the credential request form are located on the back of the form itself.
- Download the current Credential Request Form directly from the Visitor Control Center webpage to ensure compliance with the latest security and vetting requirements.

45 SFS CREDENTIAL REQUEST FORM (SUBJECT TO THE PRIVACY ACT OF 1974) PRIVACY ACT STATEMENT									
AUTHORITY: E.O. 9397; The Privacy Act of 1974, 5 U.S.C. 522a; DODD 8500.1									
PRINCIPAL PURPOSE(S): To provide necessary information to determine if applicant meets installation access control requirements IAW HSPD12, DoD 5200.8, DTM 09-12, FIPS201 and AFMAN 31-113. Use of SSN is necessary to make positive identification of an applicant. Records in the Defense Biometric Identification System (DBIDS) are maintained to support DoD physical security and information assurance programs and are used for identity verification purposes, to record personal property registered with the DoD and for producing facility management reports. SSN, Driver's License Number or other acceptable identification will be used to distinguish individuals who request access to SLD 45 property.									
DISCLOSURE: Voluntary. However, failure to provide the requested information may result in denial of an access credential and denial of access to SLD 45 property									
REQUIRES ACCESS TO:									
☐ Patrick SFB ☐ Cape Canaveral SFS ☐ VSBF			☐ LONG TERM (60 days or more)		☐ SHORT TERM (59 days or less)				
TYPE	Govt Employee	Govt Contractor	Visitor	Volunteer	Student	Caretaker	Housing		
☐	☐	☐	☐	☐	☐	☐	☐		
I. VISITOR'S INFORMATION									
NAME (First, Middle Initial, Last)			BIRTH (MM/DD/YYYY)			SOCIAL SECURITY NUMBER			
DRIVER'S LICENSE NUMBER		STATE	COMPANY/UNIT		PERMANENT RESIDENT (GREEN CARD HOLDER)				
					YES ☐	NO ☐			
US CITIZEN?	ALIEN/PASSPORT NUMBER/COUNTRY OF BIRTH (non-US Citizens)	GENDER	HEIGHT (ft/in)	WEIGHT (lbs)	EYE COLOR	HAIR COLOR			
YES ☐ NO ☐									
Does Applicant have a valid Federally Issued Common Access Card (CAC)?					YES ☐	NO ☐			
Contract end date/ Contract number (if applicable)									

INSTRUCTIONS FOR COMPLETING CREDENTIAL REQUEST FORM (Must be typed or printed clearly in ink).

Directions for Submitting:

CCSFS: Page one (1) of this form must be emailed to 45sfs.s5v.ccafsvcc@spaceforce.mil. Allow **three (3) duty days** for processing.

PSFB: Page one (1) of this form must be emailed to 45sfs.s5.vcc@spaceforce.mil. Allow **three (3) duty days** for processing.

Credential Type: Select either Patrick SFB and/or Cape Canaveral Space Force Station for installation access. VSBF may be selected for those organizations with work centers at both Cape Canaveral SFS and Vandenberg SFB. Check long term (60 days or more) or short term paper pass (59 days or fewer). Check reason (e.g. Employee, Contractor, Visitor, Volunteer, Housing).

I. Visitor's Information:

Name – Enter individual's legal first name, middle initial and last name. **(Mandatory)**

Birth – Date of Birth using MM/DD/YYYY format. **(Mandatory)**

Social Security Number – Enter the individual's social security number. **(Mandatory)**

Drivers License/State – Enter individuals complete driver's license number and state issued. **(Highly recommended)**

Company/Unit - Name

US Citizen – Check either Yes or No if the individual is a US citizen. **(Mandatory)**

Alien Passport – Used to document Alien, Passport or immigration number of non-US citizens

Gender – Enter either M or F

Height – Enter height of individual in feet and inches, e.g. 5'8"

Weight – Enter weight in pounds, e.g. 175

Eye Color – Enter individual's eye color, e.g. Black, Blue, Gray, Green, Hazel, Violet

Hair Color – Individual's hair color, e.g. Auburn, Black, Blond, Gray, Red, Silver, White

Federally issued Common Access Card (CAC) -- Select Yes or No

II. Sponsoring Organization and Access Date/Times (Completed by Sponsor):



Cape Canaveral Space Force Station VCC

<https://www.patrick.spaceforce.mil/CCSFS-Visitor-Control-Center/>

- The Cape Canaveral Space Force Station Visitor Control Center (CCSFS VCC) is located in Brevard County, Florida, on State Road 401—situated directly north of Port Canaveral and east of Merritt Island/Cocoa.
- 401 Samuel C Phillips Parkway
Bldg. 1068
Cape Canaveral, FL 32920
321-853-5261
Email: 45SFS.S5V.CCAFSVCC@spaceforce.mil
- This VCC processes the following:

Credential Request Forms
Restricted Area Badges

Official Government Fingerprinting
Unofficial Foreign Visit Requests





Patrick Space Force Base VCC

<https://www.patrick.spaceforce.mil/Patrick-SFB-Visitor-Control-Center/>

- The Patrick Space Force Base Visitor Control Center (PSFB VCC) is located in Brevard County on Florida's barrier island, situated off State Road A1A between the cities of Cocoa Beach and Indialantic.
- 1755 Matador Street
Bldg. 279
Patrick SFB, FL 32925
321-494-0427
- Email: 45SFS.S5.VCC@spaceforce.mil
- This VCC processes the following:



Manatee Golf Course Requests
Credential Request Forms
Unofficial Foreign Visit Requests

Caretaker Badges
VHIC Registration
Visitor Passes

Shark Passes



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