



DEPARTMENT OF THE AIR FORCE  
42D AIR BASE WING (AETC)  
MAXWELL AIR FORCE BASE ALABAMA

22 May 2025

MEMORANDUM FOR Montgomery and Prattville Area Chamber of Commerce

FROM: 42 ABW/DS  
50 Lemay Plaza South  
Maxwell AFB, AL 36112

SUBJECT: Maxwell AFB announces base access initiative for food delivery businesses

Maxwell Air Force Base is committed to enhancing the quality of life for our service members, civilian employees, and their families. To that end, we are excited to announce a new initiative to better connect our personnel with the resources they need, including convenient access to food delivery options from local businesses in your communities.

Maxwell AFB and Gunter Annex are opening its doors to food delivery businesses, offering an opportunity to expand your customer base and serve our Team Maxwell community.

To gain access to Maxwell AFB and Gunter Annex for food delivery services, businesses must complete the following steps:

**Base Access Application Process:**

- **New companies:** The company owner must visit the Maxwell Visitor Control Center (VCC) to complete Maxwell AFB Form 11, *COMPANY APPLICATION FOR MERCHANT PASS*. All employees requiring base access must be listed in the company application. The VCC will forward a new company approval memorandum to the 42nd Mission Support Group Commander for approval. Once approved, the VCC will contact the company owner to begin processing Defense Biometric Identification System (DBIDS) cards for their employees. **NOTE:** Company owners and all employees must complete an individual application following the guidelines below.
- **Company employees:** Merchant employees listed on the company application must visit the VCC to complete Maxwell AFB Form 9, *INDIVIDUAL APPLICATION FOR MERCHANT PASS*. The VCC will conduct background checks using the National Crime Information Center (NCIC) database. If an employee has any criminal convictions, they will be required to submit a written statement detailing the circumstances and justifying their need for base access. Once the application is approved by the VCC Chief or Noncommissioned Officer in Charge (NCOIC), a DBIDS card, valid for one year from the date of issuance, will be issued to the employee.
- **Uber:** Uber/Uber Eats drivers requesting access must visit the VCC to complete Maxwell AFB Forms 9 and 11. The VCC will conduct background checks using the NCIC database. If a driver has any criminal convictions, they will be required to submit a written statement detailing the circumstances and justifying their need for base access. Once the application is approved by the

VCC Chief or NCOIC, a DBIDS card, valid for one year from the date of issuance, will be issued to the driver.

### **Background Check Requirements:**

All criminal convictions must be disclosed on the individual application. Even if background checks do not reveal charges that would automatically disqualify an applicant, employees must disclose the charges and describe the circumstances in their application. Background checks take approximately 5 minutes. For background checks, employees must provide one of the following acceptable forms of identification:

- A REAL ID-compliant driver's license or state ID (marked with a star in the upper right corner)
- A U.S. passport or passport card
- A Transportation Worker Identification Card (TWIC) with a non-REAL ID compliant driver's license or state ID
- A Veteran Health Identification Card (VHIC) with a non-REAL ID compliant driver's license or state ID
- A combination of the following:
  - An original or certified true copy of a birth certificate with a raised seal
  - A Social Security card
  - A driver's license issued by a state, territory, or the District of Columbia that is not REAL ID-compliant
  - *All three documents must reflect the same name (or a documented former name through legal name change documents such as a court order, marriage certificate, or divorce decree).*

### **Vehicle Registration/Insurance Requirements:**

Current vehicle insurance and registration documentation must be presented by each employee requesting access to the installation. For any questions regarding this initiative or the application process, please contact the Maxwell AFB Visitor Control Center at 1-(334)-953-4283 or [42sfs.vcc.max@us.af.mil](mailto:42sfs.vcc.max@us.af.mil). We believe this initiative will be mutually beneficial, providing greater convenience for our personnel while offering valuable business opportunities for your members. We encourage interested food delivery businesses to review the outlined steps and begin the process of gaining base access. We look forward to welcoming you to Maxwell Air Force Base and Gunter Annex.



TERENCE D. HENDERSON, CIV, DAF  
Director of Staff

### **Attachments:**

1. Maxwell AFB Form 9, INDIVIDUAL APPLICATION FOR MERCHANT PASS
2. Maxwell AFB Form 11, COMPANY APPLICATION FOR MERCHANT PASS