

## Registration Requirements

- DOD ID cardholders stationed in Europe (on orders) must be registered in IACS.
- DOD ID cardholders who are TDY must be registered for the duration of their TDY, and must show, TDY Orders, or Leave form.
- Active duty military personnel with leave orders, family members, and military retirees who are visiting Europe are registered in IACS for the duration of their visit, up to 90 days, or the date specified by the host nation visa.
- Retired military members living in the host country are registered in IACS if they have a Residence Permit from the host country.
- DOD ID cardholders (including minors) who are EU citizens but are not command-sponsored (no SOFA status) may be registered in IACS for the duration of their stay or the expiration date of their ID card, whichever is earlier.

**Note:** Individuals who have multiple DOD ID cards (for example, a military retiree who is an Army civilian employee or an accredited contractor) must choose which DOD ID card they want to use for IACS registration and use that card to gain access to installations.

## Visitor Sign-In Privileges

- DOD ID cardholders registered in IACS who are at least 18 years old have sign-in privileges. If this privilege has been suspended, it is documented in IACS and will be checked by a guard in IACS when the DOD ID cardholder tries to sign-in a visitor.
- The sponsor will physically escort their visitor at all times and be responsible for their conduct during their visit on post.

- Sign-in privileges are limited to signing-in four individuals and their vehicles at any one time.
- When visitors leave they must be signed-out of IACS.
- Individuals who require recurring access cannot use sign-in procedures to avoid the installation-pass application process or access roster requirements.
- ***Failure to follow sign-in policy and procedures may result in the suspension or revocation of sign-in privileges.***

## Visitor Passes

- Military personnel who reside on base may request a visitor pass for their immediate family members who reside in the EU. Depending on the situation, they can get a pass for the duration of their visit, up to 90 days, or the end of their VISA (or Sponsor's DEROS) or if they live in the EU, up to two years. If visitors want to stay longer than 90 days, they must register with the local foreign office for a residence permit.
- After the visitor(s) initial entry to the installation, the ID cardholder can bring their guests to the Installation Access Control Office (IACO) with the following documentation:
  - Passport or national ID card
  - Sponsor ID card
  - Flight Itinerary (if outside the EU)
  - Documented relationship with Sponsor (if inside the EU)

## Access Rosters

- Access rosters are used for events that are nonrecurring and not regularly scheduled, are generally site-specific, and must be coordinated in advance, if sign-ins and visitor passes are impractical or unauthorized.

- Access Roster:  
<https://aepubs.army.mil/eforms/ae/AEF190-16F.pdf>
- Must be submitted to the USAG IACS office at least three working days prior to the event.



## FAQs

- ***If I am new to Europe, can I just show my unregistered DOD ID to get onto base?***  
—No, you must present another government issued photo ID with your DOD ID card.
- ***What do I do if my ID card is lost or stolen?***
  1. File a report with the MPs
  2. Get a new ID at the DEERS/Pass/Badge Office
  3. Register the new ID in IACS
- ***Can military retirees be registered into IACS?***  
—Yes, normally up to 90 days, and longer, with an EU Residence Permit.
- ***Can civilian retirees be registered into IACS with their CAC?***  
—No, there are no host nation provisions for their access on post after their retirement as they are no longer covered under SOFA.
- ***Can the American public get base access?***  
—No, military bases are restricted areas, closed to the general public. Visits require prior coordination with the public affairs office.

## What is IACS?

IACS is a personnel access verification system that connects a central database to all Installation Access Control Offices (IACOs), selected central processing facilities, MP stations, and access control points in USAREUR and USAFE. It also produces an installation pass for anyone with authorized access.



## USAREUR IACS Offices

### BELGIUM & THE NETHERLANDS

**Brussels** (0) 2-717-9835  
[usarmy.brussels.imcom-europe.list.des-iacs@mail.mil](mailto:usarmy.brussels.imcom-europe.list.des-iacs@mail.mil)  
**Chievres** (0) 32-68-27-5433/5805  
[usarmy.benelux.imcom-europe.list.des-iacs@mail.mil](mailto:usarmy.benelux.imcom-europe.list.des-iacs@mail.mil)  
**Schinnen** 0031-464-43-7158  
[Usarmy.schinnen.imcom-europe.list.iacs@mail.mil](mailto:Usarmy.schinnen.imcom-europe.list.iacs@mail.mil)

### GERMANY

**Ansbach** (0) 9802-83-3866  
[usarmy.ansbach.imcom-europe.list.iacs@mail.mil](mailto:usarmy.ansbach.imcom-europe.list.iacs@mail.mil)  
**Baumholder** (0) 6783-6-6291  
[usarmy.baumholder.imcom-europe.list.iacs@mail.mil](mailto:usarmy.baumholder.imcom-europe.list.iacs@mail.mil)  
**Garmisch** (0)8821-750-3558  
[usarmy.garmisch.imcom-europe.list.garmisch-iacs@mail.mil](mailto:usarmy.garmisch.imcom-europe.list.garmisch-iacs@mail.mil)  
**Grafenwöhr** (0)9641-83-8415  
[usarmy.grafenwoehr.imcom-europe.list.des-iacs@mail.mil](mailto:usarmy.grafenwoehr.imcom-europe.list.des-iacs@mail.mil)  
**Hohenfels** (0)9472-83-2889  
[usarmy.hohenfels.imcom-europe.list.des-iacs@mail.mil](mailto:usarmy.hohenfels.imcom-europe.list.des-iacs@mail.mil)  
**Kaiserslautern** (0)631-3406-4020  
[usarmy.rheinland-pfalz.imcom-europe.list.des-iacs@mail.mil](mailto:usarmy.rheinland-pfalz.imcom-europe.list.des-iacs@mail.mil)  
**Stuttgart** (0) 7031-15-2872  
[usarmy.stuttgart.imcom-europe.list.pmo-iacs@mail.mil](mailto:usarmy.stuttgart.imcom-europe.list.pmo-iacs@mail.mil)  
**Wiesbaden** (0)611-143-548-7080  
[usarmy.wiesbaden.imcom-europe.list.iacs-office@mail.mil](mailto:usarmy.wiesbaden.imcom-europe.list.iacs-office@mail.mil)

### ITALY

**Livorno** (0) 50-54-7369  
[usarmy.livorno.imcom-europe.list.pmo-desk@mail.mil](mailto:usarmy.livorno.imcom-europe.list.pmo-desk@mail.mil)  
**Vicenza** (0) 0444-71-7053  
[usarmy.vicenza.usag.list.usag-vicenza-des-iacs@mail.mil](mailto:usarmy.vicenza.usag.list.usag-vicenza-des-iacs@mail.mil)

## USAFE Questions

**Ramstein** (0) 6371-405-5775  
[786fss.fpsidcards@us.af.mil](mailto:786fss.fpsidcards@us.af.mil)



**IACS**  
Installation Access Control System

## MISSION:

To provide comprehensive installation access services to ensure the security of European Command personnel and assets.

Regulation AE 190-16:

<http://www.409csb.army.mil/library/AER-190-16.pdf>