

Enrollment Information For Individuals Applying For a TSA Transportation Worker Identification Credential (TWIC Card)
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The Transportation Security Administration (TSA) developed the Transportation Worker Identification Credential (TWIC) Program in response to the Maritime Transportation Security Act of 2002 (MTSA). MTSA requires use of a biometric identification credential by individuals who require unescorted access to secure areas of maritime facilities and vessels. Before issuing a TWIC, TSA must conduct a security threat assessment on the TWIC applicant. An applicant who, as a result of the assessment, is determined to not pose a security threat, will be issued a TWIC.

Each applicant for a TWIC must provide the following:

1. biographic information, identity documents,
2. biometric information (fingerprints),
3. sit for a digital photograph, and
4. pay the established TWIC fee.

TSA will send pertinent parts of the enrollment record to the FBI, as well as within the Department of Homeland Security (DHS), so that appropriate terrorist threat, criminal history, and immigration checks can be performed. TSA will then review the results of the checks to determine if the person poses a security threat, and will notify the applicant of the results.

When TSA determines that an applicant qualifies to receive a TWIC, a credential will be produced and sent to the enrollment center at which the applicant applied. The applicant will return to the enrollment center, where the application was applied for, for issuance and activation of the TWIC.

Possession of a TWIC does not guarantee access to secure areas because the owner/operator controls which individuals are granted unescorted access to the facility or vessel. Rather, TWIC is a secure, verified credential that can be used in conjunction with the owner/operator risk-based security program that is required in security regulations issued by the Coast Guard.

The authority for collecting this information is 49 U.S.C. 114, 40113, and 49 U.S.C. 5103a. This information is needed to verify your identity and to conduct a security threat assessment to evaluate your eligibility for a Transportation Worker Identification Credential.

Routine uses of this information include the following disclosures:

- to the FBI to retrieve your criminal history record;
- to TSA contractors or other agents who are providing services relating to the security threat assessments;
- to the appropriate governmental agencies for licensing, law enforcement, or security purposes or in the interests of national security; and
- to foreign and international governmental authorities in accordance with law and international agreement.

Furnishing this information, including your SSN or alien registration number, is voluntary; however, failure to provide it will delay and may prevent completion of your security threat assessment.

TSA is collecting this information to determine your eligibility for a TWIC. This is a voluntary collection of information but failure to provide the information may result in an inability to approve your eligibility for a TWIC. TSA estimates that the total average burden per response associated with this collection for enrollment is approximately *90 minutes*. An agency may not conduct or sponsor, and a person is not required to respond to a collection of information unless it displays a valid OMB control number. The control number assigned to this collection is OMB 1652-0047, which expires 04/04/2008.

To pre-enroll go to the TSA web site <http://www.tsa.gov/twic> then click on pre-enrollment and follow the enclosed instructions.

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Documentation required when enrolling for a TWIC

Applicants must provide the appropriate documents in order to verify their identity. They must provide one document from list A, or two from list B, one of which must be a government-issued photo ID:

List A:

- Unexpired US passport
- Unexpired Permanent Resident card or Unexpired Alien Registration Receipt Card with photograph
- Unexpired foreign passport with one of the following: I-551 Stamp; Attached INS Form I-94 indicating unexpired employment authorization; Unexpired Employment Authorization Document (I-766); Unexpired Employment Authorization Card (INS-688B); OR with one of the following Unexpired Visas: E-1, E-2, E-3, H-1B, H-1B1, L-1, O-1, TN, M-1, C-1/D
- Free and Secure Trade (FAST) Card
- Merchant Mariner Document (MMD)
- List B (need two and one must be a government-issued photo ID):
- U.S. Certificate of Citizenship (N-560, 561)
- U.S. Certificate of Naturalization (N-550 or 570)

List B

- Driver's license or ID card issued by a state or outlying possession of the United States
- Original or certified copy of birth certificate issued by a state, county, municipal authority, or outlying possession of the United States bearing an official seal
- Voter's registration card
- Consular Report of Birth Abroad
- U.S. Military ID or U.S. Retired Military ID
- U.S. Military Dependent's Card
- Expired U.S. passport
- Native American Tribal Document
- U.S. Social Security card
- U.S. Citizen Card I-197
- U.S. Military Discharge Papers DD-214
- U.S. Department of Transportation (DOT) medical card
- Standards of Training Certification and Watch Keeping (STCW Certification)
- Certificate of Registry (COR)
- Merchant Mariner's License (MML)
- Civil marriage certificate

LOOK CLOSELY AT THE EXPIRATION DATE OF YOUR DOCUMENTS.

Previous equivalent background checks:

In addition to the citizenship/identity document requirements, if an applicant has undergone an equivalent background check, they can provide the following documents to qualify for a discounted enrollment fee. When applying for the reduced rate, for the TWIC, remember, that the TWIC will expire on the date that your (HMED, MMD, License, STCW or COR) expires. It might be beneficial for you to pay the full fee of \$132.50 for the full 5 years for the TWIC.

Type of Background Check	Requirement	Document
Commercial truck drivers with a Hazardous Materials Endorsement	Requires	Hazardous Materials Endorsement Document
MMD, Licenses, COR, or STWC	Requires	MMD, Licenses, COR, or STWC
CBP FAST Card Holders	Requires	CBP FAST Card Holders Document

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Disclosure Agreement

- All TWIC applicants will be required to sign a Disclosure Agreement Form
- Applicant must disclose prior military service
- Applicant must disclose known applicable disqualifying offenses
- Applicant consents to background check and security threat assessment
- Applicant certifies immigration status
- Applicant acknowledges obligation to notify TSA if convicted or indicted of a disqualifying offense
- Applicant certifies that all information is accurate and provides signature

Interim Disqualifying Offenses

- Conviction within 7 years, or release from incarceration within 5 years of application, and indictments or warrants associated with the crimes listed below until released:
- Unlawful possession, use, sale, manufacture, purchase, distribution...or dealing in a firearm or other weapon
- Extortion
- Dishonesty, fraud, or misrepresentation, including identity fraud and money laundering (except welfare fraud and passing bad checks)
- Bribery
- Smuggling
- Immigration violations
- Distribution, possession w/ intent to distribute, or importation of a controlled substance
- Arson
- Kidnapping or hostage taking
- Rape or aggravated sexual abuse
- Assault with intent to kill
- Robbery
- Fraudulent entry into a seaport
- Lesser violations of the RICO (Racketeer Influenced and Corrupt Organizations) Act
- Conspiracy or attempt to commit crimes listed on this page

Permanent Disqualifying Offenses

As identified in section 1572.103 of the final rule

1. Espionage or conspiracy to commit espionage
2. Sedition or conspiracy to commit sedition
3. Treason or conspiracy to commit treason
4. A federal crime of terrorism (18 U.S.C. 2332(g)) or comparable State law
5. A crime involving a TSI (transportation security incident). Note: A transportation security incident is a security incident resulting in a significant loss of life, environmental damage, transportation system disruption, or economic disruption in a particular area. The term "economic disruption" does not include a work stoppage or other employee-related action not related to terrorism and resulting from an employer-employee dispute.
6. Improper transportation of a hazardous material under 49 U.S.C. 5124 or a comparable state law
7. Unlawful possession, use, sale, distribution, manufacture, purchase...or dealing in an explosive or explosive device
8. Murder
9. Threat or maliciously conveying false information knowing the same to be false, concerning the deliverance, placement, or detonation of an explosive or other lethal device in or against a place of public use, a state or government facility, a public transportation system, or an infrastructure facility
10. Certain RICO (Racketeer influenced and Corrupt Organizations) Act violations where one of the predicate acts consists of one of the permanently disqualifying crimes
11. Attempt to commit the crimes in items (1)-(4)
12. Conspiracy or attempt to commit the crimes in items (5)-(10)
13. Convictions for (1)-(4) are not eligible for a waiver.

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After Initial Application

- Applicants will be notified by phone or email when their TWIC is ready.
- Applicants must return to the original TWIC Enrollment Center to pick up their TWIC.
- If an applicant receives a notice that they have been disqualified, they will also receive information that clarifies the appeal and waiver process. In the event of disqualification, the applicant will be notified. If TSA has reliable information concerning an imminent threat posed by an applicant, the employer, facility, vessel owner, or COTP may be notified. On the TWIC Application Disclosure Form, the applicant certifies the following statement in writing: *“I acknowledge that if the Transportation Security Administration determines that I pose a security threat, my employer, as listed on this application, may be notified...”*
- Applicants are encouraged to reapply if their initial disqualifying offense is no longer applicable. Applicants will need to understand the nature of the initial disqualification and the corresponding look-back periods of 5 or 7 years if applicable. Reapplying can occur as long as there are no secondary disqualifying events. Individuals are required to notify TSA if they are convicted of a disqualifying offense (once they are a TWIC holder) or no longer meet the immigration standards.

Picking Up Your TWIC

- ***Return to the same Enrollment Center you enrolled at.***
- Pick up and activate your TWIC (fingerprint verification).
- ***Create a minimum of 6-digit to 9-digit PIN (something only you know).***
- Estimated time: 30 minutes.
- ***Note: Mobile Enrollment Center applicants will be required to pick up TWIC at nearest Fixed Enrollment Center unless previously negotiated with local Lockheed Martin Field Coordinator***

If you require additional information please do not hesitate to call the Seamen’s Church Institute at 212-233-2242 or contact the undersigned @ edwards@seamenschurch.org. We will keep you advised of additional Enrollment Sites as they become available.

Regards,

Edward F. Schultz
Licensing Consultant for:
The Seamen’s Church Institute.
Port of NY & NJ