

Transportation Worker Identification Credential (TWIC™)

http://www.tsa.gov/what_we_do/layers/twic/index.shtm

TWIC Help Desk at 1-866-DHS-TWIC (1-866-347-8942)

What is TWIC?

The Transportation Worker Identification Credential (TWIC) is a vital security measure that will ensure individuals who pose a threat do not gain unescorted access to secure areas of the nation's maritime transportation system.

Pre-Enrollment is Highly Recommended*

- I. Go to TSA home page http://www.tsa.gov/what_we_do/layers/twic/index.shtm
- II. Click on “*Enrollment Process*” located under Transportation Worker Identification Credential (TWIC™) heading.
- III.  Under Step 1 of TWIC enrollment process, pre-enrollment is available by “[clicking here](#).” Click on “[clicking here](#)” to start pre-enrollment process.
- IV. “To Pre-Enroll, you must first **Register** for an ID.” Click on “**Register**.”
- V. After reading “*Information For Individuals Applying For A Transportation Worker Identification Credential*” information page, click on “**Continue**” at the bottom of the screen.
- VI. Fill in the Personal Information required on the form and when completed, click “**Submit**” at the bottom of the screen.
- VII. Create and enter your user name and password under “**Create New User Login Information**”. Click on Password Rules to create password and store password in secure location for future use.
- VIII. Under “Create Your Challenge Questions” create two challenge questions and click on “**Submit**.”
- IX. Enter and complete the personal information, employment information, and mailing address requirement. Once completed, click on “**Submit**.” “**Your account was successfully created**” will appear once submitted.
- X. Once your account was successfully created, click “[here](#)” to log in.
- XI. To log in, choose “**Applicant Login**.” Enter the user id and password previously created and click on “**Sign On**.”
- XII. From this page, you can select enrollment center location, schedule an appointment, determine what to bring to enrollment center, print pre-enrollment receipt, and check card status/schedule pick up.
- XIII. This page will supply information on where the closest enrollment center is (2930 Madison Ave, Granite City, IL) and inform you of the documents to provide at enrollment.

**The information contained in this document is subject to change at the discretion of DHS. This document is to be used as a general guide. It is best to call or use the link above to make sure all necessary documents are provided before traveling to one of the four centers.*

Documentation required when enrolling for a TWIC™

You must provide one document from Column A or two documents from Column B. If you present two documents from Column B, at least one of them must be a government-issued photo ID, such as a state-issued driver's license, military ID card, or state identification card.

I. List A

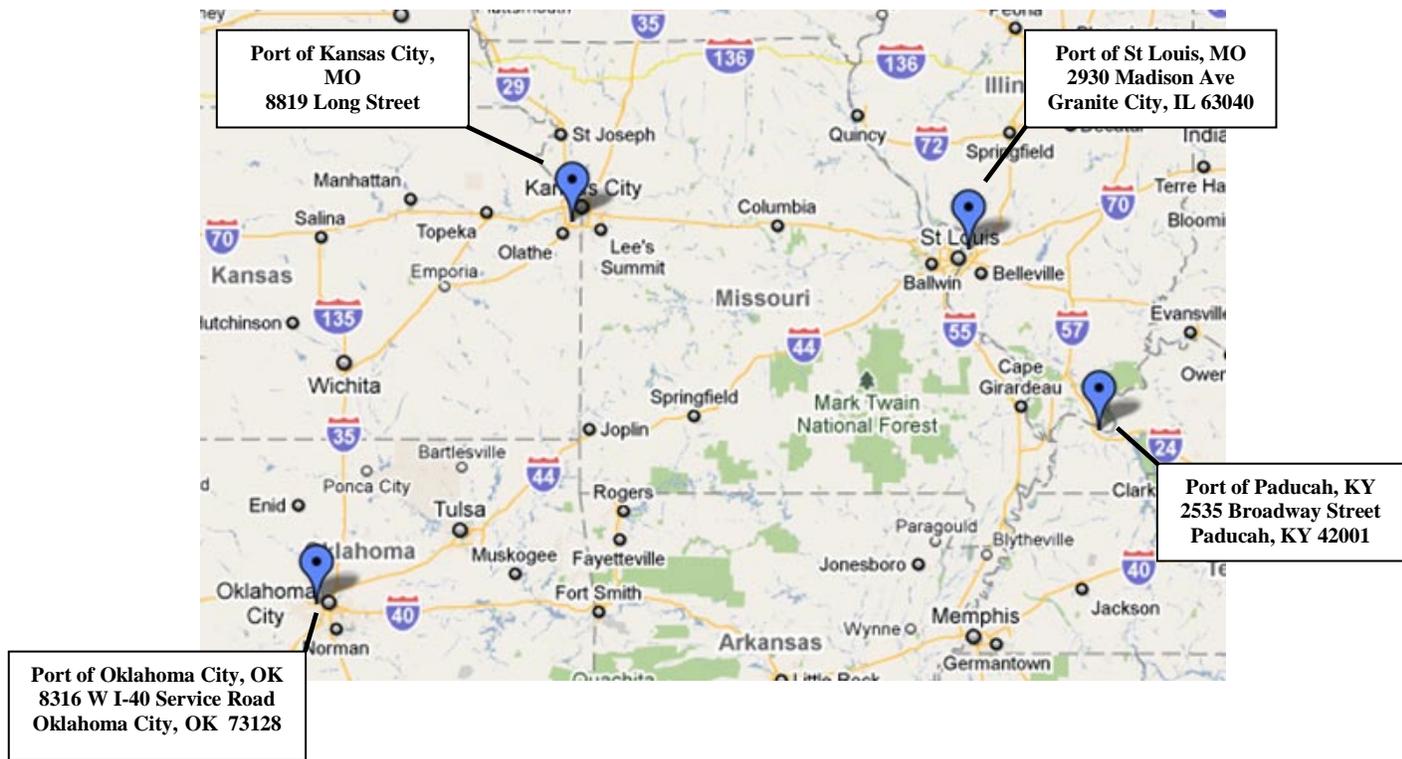
- a. Unexpired U.S. passport book or passport card
- b. Unexpired Merchant Mariner Document (MMD)
- c. Unexpired Free and Secure Trade (FAST) Card
- d. Unexpired NEXUS Card
- e. Unexpired Secure Electronic Network for Travelers Rapid Inspection (SENTRI) Card
- f. Unexpired United States Enhanced Driver's License (EDL)
- g. Unexpired Enhanced Tribal Card (ETC)

II. List B

- a. Unexpired Driver's license issued by a State or outlying possession of the United States
- b. Unexpired ID card issued by a State or outlying possession of the United States. Must include a State or State agency seal or logo (such as state port authority ID or State University ID)
- c. 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
- d. Voter's registration card
- e. U.S. Military ID card or U.S. retired military ID
- f. U.S. Military dependent's Card
- g. Expired U.S. passport (within 12 months of expiration)
- h. Native American tribal document (with photo)
- i. U.S. Social Security Card
- j. U.S. Military discharge papers (DD-214)
- k. U.S. Department of Transportation (DOT) medical card
- l. U.S. civil marriage certificate
- m. Unexpired Merchant Mariner License (MML) bearing an official raised seal, or a certified copy
- n. Unexpired Department of Homeland Security (DHS) / Transportation Security Administration (TSA) Transportation Worker Identification Credential (TWIC) Card
- o. Unexpired Merchant Mariner Credential (MMC)

TWIC Enrollment Center Locations

There are TWIC Enrollment Centers located throughout the United States. The following enrollment centers are in the closest proximity to the training schools for Missouri, Illinois and Kansas.



To see the entire list of enrollment locations, visit
<http://twicinformation.tsa.dhs.gov/twicinfo/schedule.jsp>

Frequent Asked Questions

- I. How do I make an appointment?
 - Applicants can make an appointment by pre-enrolling online or by calling the **TWIC Help Desk at 1-866-DHS-TWIC (1-866-347-8942)**.
- II. Are appointments required for enrolling?
 - No. Appointments are encouraged to save applicants time, but are not required and walk-ins are welcome.
- III. How long does enrollment take?
 - The enrollment process for a pre-enrolled applicant takes approximately 10 minutes. The enrollment process for those who did not pre-enroll takes approximately 15 minutes. There may be a wait time at the enrollment center depending on the amount of workers choosing to enroll at any particular time.
- IV. Are photographs required for TWIC enrollment?
 - Since the TWIC serves as a form of visual identification, a photograph is required for all applicants.

Security Threat Assessment

- V. How is the security threat assessment conducted?
 - The assessment includes checks against criminal history records, terrorists watch list and immigration databases.
- VI. Will the results of my threat assessment be shared with my employer?
 - If TSA determines that an applicant poses an imminent threat to the transportation system of national security, TSA may notify the applicant's employer. Generally, TSA will not provide the reason(s) for a disqualification to an employer. However, if TSA has reliable information concerning an imminent threat posed by an applicant and providing limited threat information to an employer, facility, vessel owner or Coast Guard Captain of the Port would minimize the risk, then TSA would provide such information.

Card Issuance

- VII. How long does it take to receive a TWIC?
 - Currently, there is typically a six to eight week turnaround from enrollment until card activation. Eligibility issues or insufficient paperwork may increase this turnaround time.
- VIII. How will the cards be issued?
 - The applicant will be notified by email or phone, as specified during enrollment, when his/her credential is available at the enrollment center. Typically applicants will return to the same enrollment center as where they enrolled, unless they requested that their TWIC be shipped to another enrollment center (ideally they specify this at the time of enrollment.)

Payment

- IX. How much does a TWIC cost?
 - The fee for TWIC is \$132.50 and is valid for five years. The cost of a replacement TWIC, if the original is lost, stolen, or damaged, is \$60.
- X. What are the methods of payment?
 - Payment must be made with credit card (Visa® or MasterCard® only), money order, or certified/cashier's check. Checks should be made payable to Lockheed Martin.
 - Payment will be made at the enrollment center at the beginning of the enrollment process.