

Transportation Worker Identification Credential

The **Transportation Worker Identification Credential** or **TWIC** is now a part of U.S. law, and is mandated to be in effect by **April 20, 2009**. The TWIC was established by Congress through the Maritime Transportation Security Act and is administered by the Transportation Security Administration & the U.S. Coast Guard. There are several categories of United States workers who will need to apply for this credential – but the categories that most strongly apply to us at Cal Maritime are:

- if you are a mariner (hold a Merchant Mariner's Document or USCG License)
- if you are someone who needs or wants unescorted access to a marine terminal or vessel

You need to apply for a TWIC if you are:

- a U.S.C.G License track cadet, MET, MT, or ME-license track
- a non-license track cadet who will sail in 2009 or after
- a Staff/Faculty who holds a USCG MMD/License and/or who sails on the annual training cruise

After April 2009 you will be required to hold a TWIC prior to applying for any United States Coast Guard Document.

You may want to think about applying for a TWIC if you are:

- a Staff/Faculty who wants or need unescorted access to vessels/terminals – you should discuss the issue with your supervisor and apply if needed
- a non-license track cadet, sailing in 2008 or prior – who anticipates working in a marine terminal or other secure facility

TWIC processing takes part in three steps:

- 1) a pre-enrollment process on line – starting at www.tsa.gov/twic and outlined for you on the pages that follow
- 2) a visit to the TWIC enrollment center most convenient to you – to have IDs checked, be fingerprinted, and pay your fees
- 3) A visit back to the **same** enrollment center several weeks later to pick up and activate your new Transportation Worker Identification Credential

TWIC Enrollment Centers

Enrollment Centers are opening up every day across the United States. Within the pre-enrollment site, you can find the closest enrollment center to your home zip code or Cal Maritime.

Cost - \$132.50 if TSA needs to do a background check

\$105.25 if no background check is needed (i.e. if an MMD or License has been issued in the past 12 months)

Payment is made at the Enrollment Center.

Payment must be made by MasterCard, Visa, Money Order or Certified Check.

What type of ID is required?

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 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:

- U.S. Certificate of Citizenship (N-560, 561)
- U.S. Certificate of Naturalization (N-550, 570)
- Driver's license or ID card issued by a state or outlying possession of the United States
- Original or certified copy of birth certificate
- Voter's registration card
- Consular Report of Birth Abroad
- U.S. Military ID or U.S. Retired Military ID
- U.S. Military Dependant'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 medical card
- STCW Certification
- Certificate of Registry (COR)
- Merchant Mariner's License
- Civil marriage certificate

Passwords and PIN Numbers

Part of the pre-enrollment process involves selecting a user ID and password. Many will use their CMA user name as your user ID because it is easy to remember. The password, however, has special requirements. Passwords must be a minimum of eight characters long. You must use a combination of letters, numbers and characters. You must have at least one number, one lower case letter, one uppercase letter and one character such as a \$ or &. The password cannot use any combination of letters that appears to be a word or a name. No double letters or series of letters or numbers are permitted. Think of your password in ADVANCE!

When you return to the Enrollment Center to pick up your card, you will need to have picked out a numerical pin between 6 and 8 digits long. The keypad used to enter your pin is numerical keypad only (not like a cell phone or ATM w/ both numbers and letters).

Most importantly: Write your user name, password, and pin numbers down and store them in a secure location.

To start the pre-enrollment process you will need to log on to www.tsa.gov/twic

Then select the “Pre-enrollment” button

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

Transportation Security Administration

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What We Do

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- Layers of Security
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- Alien Flight Student Program
- Employee Screening
- HAZMAT Endorsement
- Threat Assessment

Transportation Worker Identification Credential (TWIC) Program

Layers of Security

[TWIC Home](#) | [TWIC FAQs](#) | [Helpful Links](#) | [Pre-Enrollment](#) | [Contact Info](#)
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Status: TWIC enrollment began at Baltimore/Dundalk, MD; Minneapolis, MN; and St. Paul, MN on November 21, 2007. [Click here](#) to see where TWIC is coming next.

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.

Your next step is to select the “Register” button.

Address: <https://twicprogram.tsa.dhs.gov/TWICWebApp/>

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Transportation Worker

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Welcome to the TWIC Web Site!

In this time of heightened security, all transportation workers need to become informed about the Transportation Worker Identification Credential (TWIC). You will need a TWIC to gain unescorted access to secure areas of Maritime Transportation Security Act (MTSA) regulated facilities and vessels.

Here you can learn about the TWIC program and how to:

- [Apply for a TWIC](#)
- Find an enrollment center
- Schedule an appointment
- Pre-enroll

To pre-enroll you must first [Register](#) for an ID.

If you have already registered for your ID click here to [login](#).

The TWIC FAQs page provides answers to many of your questions.

How Do I?

Choose a topic below

On the next page – read the information provided and select “Continue”

Address  <https://twicprogram.tsa.dhs.gov/TWICWebApp/Privacy.do>



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Information For Individuals Applying For A Transportation Worker Identification Credential

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 biographic information, identity documents, biometric information (fingerprints), sit for a digital photograph, and 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 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 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’s risk-based security program that is required in security regulations issued by the Coast Guard.

PRIVACY ACT STATEMENT:

Authority: The authority for collecting this information is 49 U.S.C. 114, 40113, and 49 U.S.C. 5103a.

Purpose: 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: Routine uses of this information include disclosure 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 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.

Disclosure: 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.

PAPERWORK REDUCTION ACT STATEMENT:

Statement of Public Burden: 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.

[Continue](#)

Begin entering data as prompted. Remember to use full legal names. Scroll down and continue to the next screen.

Participate in the enrollment process by completing the form below. Red text marked with an asterisk (*) will ensure successful completion of the enrollment process. You may come back at anytime to complete the application.

Personal Information

Fields containing * are required fields!

(Legal) First Name*:

(Legal) Last Name*:

Social Security Number:

OR

Alien Registration Number:

OR

Visa Number:

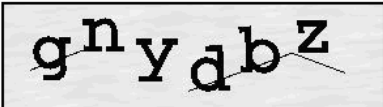
Date of Birth*: -- -- -- (MM/DD/YYYY)

Country of Birth*:

(If you were born in the U.S. please enter your state of birth)

State of Birth:

Enter the following code*:



The next screen will look like this. This is where you will enter your self-selected User ID (User Name) and password that we talked about earlier. You can click on “here” to see the complete set of password rules. Click on “Submit” when you are finished entering the requested data.

Create New User Login Information

Fields containing * are required fields!

User ID*: Click [here](#) to see the complete set of password rules.

Password*:

Confirm Password*:

Create Your Challenge Questions

Challenge question 1*: What is the name of the first school you attended?

Enter your answer for question 1*:

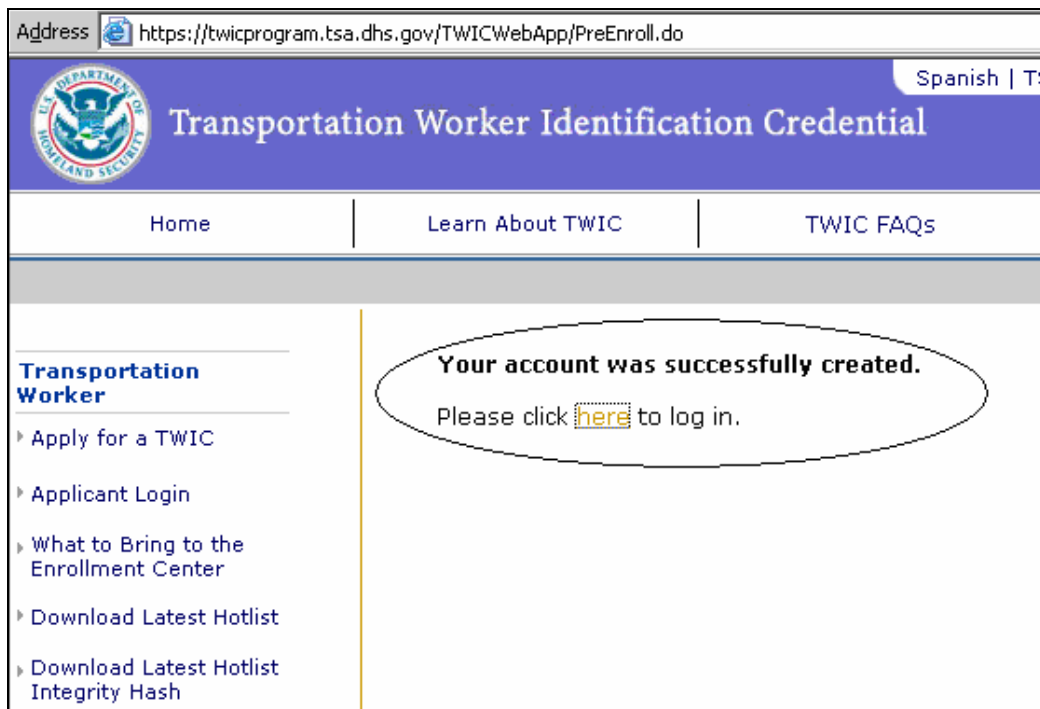
Challenge question 2*: What is the make of your first car?

Enter your answer for question 2*:

The next page contains three sections of information. Unfortunately, we could not show you a screen shot of this page. The information requested generally falls into three categories:

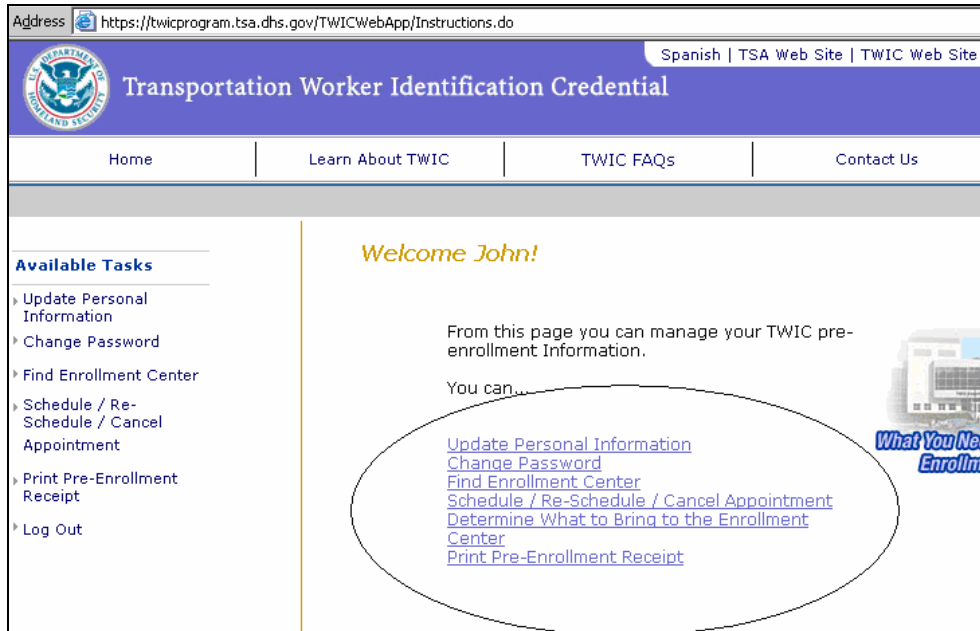
- 1) **Personal Information**, such as full legal name, address, height, weight, hair and eye color and date of birth.
- 2) **Employment Information**, you will need to input your employers name and address along with some other information. You will also have to select your occupation from a pull down menu. If you hold a Coast Guard credential you should select “mariner”. If not, then “other” is probably the most correct selection.
- 3) **Mailing information** to include your current and the address immediately prior.

When you are finished with this page and all information has been entered correctly – you should see this message.

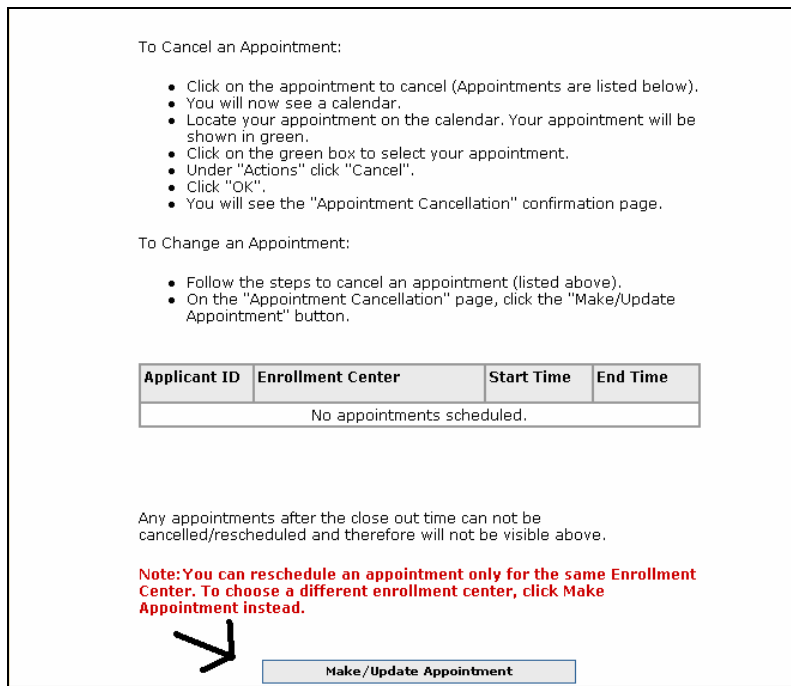


You can now log in with your user ID and password.

From this page you can now find the enrollment center nearest you, schedule your appointment; update your information; or any of the other listed options.



If you choose to make an appointment, your next screen looks like this . . . You will click on “Make/Update Appointment” at the bottom of the page.



You will need to select an enrollment center. It will show you a map of the center nearest your selected point. Below that will be a listing of enrollment centers which are near you. Click on the name of the center to select it. Click on the address to see directions to the center.

When you click on the name of the enrollment center, you will see a grid similar to that below. To navigate through the calendar, use the minus and plus signs just after the current weeks date. Open appointment slots are shown as white cells. Click on white cell to select your appointment time.

When you are done making your appointment – you will be able to print an appointment confirmation that looks like this:

<p>Available Tasks</p> <ul style="list-style-type: none"> Update Personal Information Change Password Find Enrollment Center Schedule / Re-Schedule / Cancel Appointment Print Pre-Enrollment Receipt Log Out 	<p><i>Appointment Confirmation Card</i></p> <p>NAME: John Keever APPLICANT ID: YONTCLB</p> <p>ENROLLMENT CENTER: (946071010A) Port of Oakland, CA 11 Burma Road Oakland, CA, 94607-1010</p> <p>DATE AND START TIME: 2007-12-04 13:20:00 DATE AND END TIME: 2007-12-04 13:40:00</p> <div style="text-align: center;">  </div> <hr/> <p>NOTE: Applicants are REQUIRED to bring selected identification documents. Refer to your TWIC Level. For more information, go to What to Bring to the Enrollment Center.</p>
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Make sure you log out when you are finished!

If you need to change your appointment time, you can always log back in using your user ID and password.

During your appointment, make sure you have the correct IDs with you and appropriate means to pay for the document. Remember they only take Visa, MasterCard, money orders or certified checks.

After your initial appointment, you will be notified when your TWIC is ready to be picked up. Pick up is done on a walk in or appointment basis dependent upon the TWIC enrollment site. You may also be limited to picking up your card during specific hours of the day – so read your notification carefully. This is when you will need to have your selected PIN number with you. (Refer back to page 2)

After you have your TWIC in hand make sure and record it with your employer. At Cal Maritime, you can do that by giving a copy of the document to the STCW Coordinator, Ms. Peg Solveson.