

Transportation Worker Identification Credential

The **Transportation Worker Identification Credential** or **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 for your Bear Cruise regardless of your major.

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

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

As of September 2009, the closest offices to Cal Maritime are located in Concord, Oakland and Sacramento. Check the TWIC website for current locations and hours.

Cost - \$132.50

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 (next page), 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 Dependand'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” option from the blue area on the right.

The screenshot shows the TSA website's TWIC page. At the top, there's a header with the TSA logo, 'Transportation Security Administration', and the slogan 'Your Safety Is Our Priority'. A navigation menu includes 'Who We Are', 'For Travelers', 'What We Do', 'Join Us', 'Our Approach', 'Media Room', and 'Research Center'. A news ticker below the menu reads 'CDC continues to take aggressive action: H1N1 Flu'. The main content area is titled 'Transportation Worker Identification Credential (TWIC™)' with the sub-header 'Layers of Security'. A large image shows a hand pointing to a document. To the right of the image is a blue sidebar with a menu: 'TWIC Home', 'Program Info', 'Enrollment Process', 'Enrollment Center Info', 'Latest News & Openings', 'Pre-enrollment', 'Card Status Check', and 'TWIC Questions & Answers'. Below the image is a 'Latest News!' section with a bullet point: 'Before applying, confirm you meet the eligibility requirements for a TWIC. [Click here](#) to view the eligible immigration categories (pdf). [Click here](#) to view the disqualifying crimes'.

When you complete the pre-enrollment, you will be able to log on and make an appointment at a TWIC Enrollment Office.

When you are done making your appointment – you will be able to print an appointment confirmation.

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 at a TWIC Enrollment Office, 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. During pickup, you will need to select a 7-8 digit numeric pin number. Make sure the pin is something easy to remember! You will not be able to reset the pin should you forget it – you will need to get a new document.