



## **How to Apply for a Transportation Worker Identification Credential (TWIC)**

TWIC processing takes part in three steps:

1. On-line pre-enrollment process.
2. Visit to the TWIC enrollment center most convenient to you – to verify identification documents, be fingerprinted, set up your confidential PIN and pay your fees.
3. Receipt of your TWIC by mail, and activation of your card using your PIN.

Applicants must provide documentation to verify identity; visit the [TWIC website](#) to determine the required documents.

Personal Privacy Statement- *The Transportation Security Administration (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.*

### **Step One:**

**Pre-enrollment: You MUST Pre-Enroll** - Applicants pre-enroll online and enter all required information.

1. Go to the [Transportation Security Administration TWIC page](#).
2. Click on the green “New Enrollment” button.
3. Complete all required information fields, noting the following instructions:

**Step 3 of 10** - When answering *Personal Questions*, answer “Yes” to the following question: “Are you applying for a TWIC as part of the Merchant Mariner Credentialing process?”

**Step 6 of 10** - When entering *Employment Information*, select the following:

Employment Status = “Pre-Employment/Unemployed”

Occupation or Trade = “Merchant Mariner”

**Step 7 of 10** – When answering *Part A. Acknowledgements*, answer “Yes” to question 1.

4. Complete the online application process by scheduling an appointment. You can find the nearest TWIC center by entering your zip code at the appropriate prompt in Step 9 of 10.
5. Submit your application request. You will receive a confirmation email with your appointment location, date and time. Carefully review the required document information highlighted in red in this email, and be sure to bring these documents with you to your appointment. You will be required to provide a valid US Passport as proof of citizenship.

### **Step Two:**

**Visit an Enrollment Center:** Attend your appointment. You can try “walking in”, however, anyone with an appointment will take precedence. You will do the following:

- Provide identification documentation (refer to your email for acceptable forms of ID)
- Be fingerprinted
- Sit for a digital photograph
- Establish a Personal Identification Number (PIN) to activate your TWIC.
- Pay the enrollment fee of \$125.25. *Credit card, debit card, or are preferred. Money orders are accepted, but will delay processing for payment verification. Cash and personal checks are NOT accepted. If paying by certified bank check or money order, make check payable to: IDEMIA*

### **Step Three:**

**TWIC Receipt:** You will receive your TWIC in the mail and be instructed to activate the card using the PIN you established during your appointment. Processing time averages 30-45 days. You can check your TWIC status online using the information provided in your confirmation email, or by calling 855-347-8371.

*Revised: September 2018*