



# Legislative & Regulatory Action Center

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## FREQUENTLY ASKED QUESTIONS: TRANSPORTATION WORKER IDENTIFICATION CREDENTIAL (TWIC) PROGRAM

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### ***How was TWIC created?***

Congress, through the Maritime Transportation Security Act, or MTSA, directed the federal government to issue a biometric transportation security credential to any individual with unescorted access to secure areas of facilities and vessels and all mariners holding Coast Guard issued credentials or qualification documents. Controlling access to secure areas is a critical component of the Department of Homeland Security's (DHS) efforts to enhance port security.

### ***What is TWIC?***

TWIC is a common identification credential for all personnel requiring unescorted access to secure areas of MTSA-regulated facilities and vessels, and all mariners holding Coast Guard-issued credentials. TSA will issue workers a tamper-resistant "Smart Card" containing the worker's biometric (fingerprint template) to allow for a positive link between the card itself and the individual.

### ***How will the TWIC be used?***

During the initial rollout of TWIC, workers will present their cards to authorized personnel, who will compare the holder to his or her photo, inspect security features on the TWIC and evaluate the card for signs of tampering. The Coast Guard will verify TWICs when conducting vessel and facility inspections and during spot checks using hand-held scanners, ensuring credentials are valid. A second rulemaking will propose enhanced access control requirements, including the use of electronic readers by certain vessel and facility owners and operators.

### ***What is the enrollment process?***

The enrollment process consists of the following components: optional pre-enrollment, in-person enrollment, security threat assessment and notification of the results, and issuance of the TWIC to the applicant. Applicants may pre-enroll online to enter all of the biographic information required for the threat assessment and make an appointment at the enrollment center to complete the process (although appointments are not required). Then applicants must visit the enrollment center where they will pay the enrollment fee, complete a [TWIC Application Disclosure Form](#), provide biographic information and a complete set of fingerprints, and sit for a digital photograph. The applicant must bring identity verification documents to enrollment and in the case of aliens, immigration documents that verify their immigration status, so that the documents can be scanned into the electronic enrollment record.

### ***What documentation is required 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 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, B1/OCS
- 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)
- 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
- U. S. military ID card or U. S. retired military ID
- U. S. military dependent's card
- Consular Report of Birth Abroad
- 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
- Department of Transportation (DOT) medical card
- Civil marriage certificate
- MML (Merchant Mariner License) bearing an official raised seal, or a certified copy

#### ***What is the purpose of the TWIC Disclosure Form?***

The [TWIC Disclosure Form](#) provides additional information to the applicant on the security threat assessment process, as well as a notice on privacy and paperwork reduction. The applicant is also required to review and certify statements pertaining to eligibility for a TWIC, military service, and, once a TWIC is issued to the applicant, their responsibility to disclose information to TSA that would disqualify them from holding a TWIC. The applicant signs and dates the form, and if required, the helper/translator will also sign the form and provide contact information.

Applicants are encouraged to review the TWIC Disclosure Form in order to familiarize themselves with it, and to complete and bring it with them to the enrollment center.

#### ***What if I do not have the required forms of identification or do not wish to sign the TWIC Disclosure Form?***

You will not be able to enroll at that time or obtain a TWIC. Applicants are required to present these documents as well as complete the [TWIC Application Disclosure Form](#).

#### ***Where can I enroll?***

TSA will use a combination of fixed and mobile enrollment stations to make the enrollment process as efficient as possible for applicants and owners or operators. The current listing of [enrollment locations](#) is available on this site.

#### ***What is pre-enrollment?***

The pre-enrollment process allows applicants to provide much of the biographic information required for enrollment; to select an enrollment center where they wish to complete enrollment; and to make an appointment to complete enrollment at the enrollment center of their choosing. Applicants are encouraged, but not required, to "pre-enroll." Pre-enrollment is available by clicking [here](#).

#### ***Are appointments required for enrolling?***

No. Appointments are encouraged to save applicants time but are not required and walk-ins are welcome.

### ***How long does enrollment take?***

The enrollment process for a pre-enrolled applicant is expected to take approximately 10 minutes. The enrollment process for an individual who chose not to pre-enroll is expected to take approximately 15 minutes.

### ***How much will port workers be charged for a TWIC?***

The fee for TWIC will be \$132.50 and it is valid for five years. Workers with current, comparable background checks will pay a reduced fee of \$105.25. If workers are eligible to pay the lower price, their TWIC will expire 5 years from the date of the comparable credential (additional information is provided in the next question). The cost of a replacement TWIC, if the original is lost, stolen or damaged is \$60.

### ***If I have a comparable assessment, how can I determine which fee is more economical -- the reduced fee or the full, 5 year fee?***

It is most beneficial for applicants who will use a comparable security threat assessment and pay the reduced fee to do so within 12 months of receiving the comparable threat assessment. After 12 months, it is more cost effective to pay the full fee for TSA to complete the security threat assessment and issue a TWIC with an expiration date 5 years from the date of issuance.

### ***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. An additional option has been provided through the use of company purchased pre-paid debit cards. For companies choosing to use the pre-paid option, please visit <http://www.twiccard.com>. In all cases, payment will be made at the enrollment center at the beginning of the enrollment process.

### ***What is the pre-paid debit card for the TWIC Program?***

This method of payment is a prepaid Visa® card and is intended for employers who wish to purchase TWICs for their employees. They may be purchased in bulk and are redeemable at any TWIC enrollment center. The website for additional information or purchasing them is at <http://www.twiccard.com>.

### ***What is the fee for a replacement card?***

The card replacement fee (for lost, stolen, or damaged TWICs) is \$60.

### ***What does the security threat assessment consist of?***

The assessment includes checks against criminal history records, terrorist watch lists, and immigration status. If no adverse information is disclosed, TSA typically completes a security threat assessment in less than ten days. However, processing time increases for an applicant with a criminal history or other disqualifying information, and is further lengthened if the applicant initiates an appeal or waiver. This security threat assessment is the same for those applying for, transferring, or renewing a HAZMAT endorsement (HME) on their state-issued commercial drivers licenses (CDL).

### ***Will the results of my threat assessment be shared with my employer?***

If TSA determines that an applicant poses an imminent threat to transportation or national security, TSA may notify the applicant's employer. Generally, TSA will not provide the reasons 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.

### ***What if I have already completed a comparable threat assessment?***

A reduced fee of \$105.25 will be made available for applicants who will not require the security threat assessment. The reduced fee is available for the following:

- applicants who hold a valid Hazardous Materials Endorsement (HME) issued after May 31, 2005,

- applicants who hold a valid Free and Secure Trade (FAST) card,
- applicants who hold a Merchant Mariner Document (MMD) issued after February 3, 2003, or
- applicants who hold a Merchant Marine License (MML) issued after January 13, 2006.

For those applicants seeking to pay the reduced fee, they must present their HME, FAST card, MMD, or MML (meeting the requirements outlined above) at the time of enrollment.

***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. The applicant must return to the same enrollment center to pick up his/her TWIC.

***How long is the TWIC card good for?***

TWICs remain valid for five years, unless the expiration date was based on a comparable credential (FAST card, Merchant Mariner Document or Hazmat Endorsement). The expiration date is displayed on the face of the credential and TWIC holders will be responsible for renewal. For applicants who pay the reduced fee, the expiration date of their TWIC will be 5 years from the date listed on the credential associated with the comparable security threat assessment.

***Once enrollment begins, when will workers be required to have a TWIC?***

The Coast Guard will publish TWIC compliance dates for each Captain of the Port zone in the Federal Register. We expect this compliance date to closely follow the end of the initial enrollment period for the relevant COTP Zone. The Coast Guard will provide 90 days notice prior to the compliance date in a particular COTP. Facility owners and operators are responsible for ensuring that their employees are aware of enrollment and compliance dates.

***Who do I call if I have additional questions?***

If you have additional questions about the TWIC program, first call your captain of the port for specific information on enrollment procedures. If you have general questions about TWIC compliance, visit the official TWIC website at [www.tsa.gov/twic](http://www.tsa.gov/twic), or contact the government's TWIC Hotline between 7:00 a.m. and 11:00 p.m. EST at 1-866-DHS-TWIC (1-866-347-8942). NEFI members may also contact Regulatory Counsel Mark S. Morgan for assistance at (202) 364-6767 or by emailing [mmorganptsa@cox.net](mailto:mmorganptsa@cox.net).

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