

# **TWIC APPLICATION PROCESS**

## ***ALL INCOMING REGIMENTAL STUDENTS MUST HAVE TWIC TO START INDOCTRINATION\****

**What is a TWIC** – The Transportation Worker Identification Card, **TWIC**, is a common credential for all personal requiring unescorted access to secure areas of Maritime Transportation Administration (MTSA) regulated facilities and vessels (including T/S. EMPIRE STATE) and all mariners holding US Coast Guard issued credentials. TSA will issue workers a tamper-resistant “Smart Card” containing the worker’s full name, expiration date, digital photo and 2 biometric fingerprints to allow for a positive link between the card itself and the individual.

**TWIC Enrollment website** - <https://universalenroll.dhs.gov>

**Cost** – The cost of the TWIC card is \$128.00 per applicant and is valid for five years.

### **What documentation do I need to provide to apply 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: (need one)**

- Unexpired US passport
- Unexpired Permanent Resident card or Unexpired Alien Registration Receipt Card with photograph
- Free and Secure Trade (FAST) Card
- Merchant Mariner Document (MMD)

**OR**

#### **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
- Consular Report of Birth Abroad
- U.S. Military ID or U.S. Retired Military ID
- U.S. Military Dependent'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 (DOT) medical card
- Standards of Training Certification and Watch Keeping (STCW Certification)
- Certificate of Registry (COR)
- Merchant Mariner's License (MML)
- Civil marriage certificate

**Personal privacy** - 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.



\*Non US Citizens accepted into the Regimental Program are not eligible for a TWIC; upon successful completion of Indoctrination the Regiment will facilitate your TWIC application.

# **ENROLLMENT PROCESS**

The enrollment process consists of the following steps: pre-enrollment, in-person visit, security threat assessment and notification of the results, and issuance of the TWIC to the applicant.

**At the current time expect it to take 4 to 6 weeks from enrollment to receive your twic**

## **Step One:**

**Pre-enrollment (You MUST Pre-Enroll)** - Applicants pre-enroll online and enter all of the information required. TWIC Enrollment website - <https://universalenroll.dhs.gov>.

Pre-Enrollment consists of steps 1 - 10; you must complete all 10 steps.

For Step 6, in Employment Status, you must select “Pre-Employment/Unemployed” in the drop down and in Occupation or Trade you must select “Merchant Marine”.

For Step 9, to find the enrollment center nearest you, enter you home zip code. Be advised each enrollment has indicated hours of operation, plan accordingly.

## **Step Two:**

**Make an appointment** – Note you can select “walk in” as an option however scheduled appointments take priority.

## **Step Three:**

**Visit an Enrollment Center:**

- Provide identification documentation (see page 1 for acceptable forms of ID)
- Pay the enrollment fee (\$128.00)
- Complete a TWIC application disclosure form
- Provide biographic information
- Be fingerprinted
- Sit for a digital photograph

## **Step Four:**

**TWIC Delivery Options** - You have the option to have it mailed to a selected address or you can arrange to return to enrollment center to pick up your card. We strongly recommend the mailing option.

***You MUST have a TWIC in possession to  
start the Regimental Indoctrination  
Program***