

# Apply for a TWIC

Transportation Worker Identification Credential (TWIC) Web Site - Microsoft Internet Explorer

File Edit View Favorites Tools Help

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

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## Transportation Worker Identification Credential

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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.

TWIC is an important part of the Transportation Security Administration's efforts to improve security in the Nation's transportation system. We appreciate your cooperation in helping to make America a safer place to work and live.

### How Do I?

Choose a topic below

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U.S. Department of Homeland Security

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# Documentation Required When Enrolling

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### Documentation required when enrolling 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 US 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
- 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
- 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

**Previous Equivalent Background Checks**

In addition to the Citizenship/Identity document requirements, if an applicant has undergone an equivalent background check, they can provide the following documents to qualify for a discounted enrollment fee.

Type of Background Check	Requirement	Document
--------------------------	-------------	----------

Type of Background Check	Requirement	Document
Commercial truck drivers with a Hazardous Materials Endorsement	Requires	Hazardous Materials Endorsement Document
Merchant Mariners	Requires	Merchant Mariners Document
CBP FAST Card Holders	Requires	CBP FAST Card Holders Document

# Learn About TWIC



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### *TWIC Program*

The Transportation Worker Identification Credential (TWIC) program is a Transportation Security Administration and U.S. Coast Guard initiative. The TWIC program provides a tamper-resistant biometric credential to maritime workers requiring unescorted access to secure areas of port facilities, outer continental shelf facilities, and vessels regulated under the Maritime Transportation Security Act, or MTSA, and all U.S. Coast Guard credentialed merchant mariners. An estimated 750,000 individuals will require TWICs. Enrollment and issuance will take place over an 18 month period. To obtain a TWIC, an individual must provide biographic and biometric information such as fingerprints, sit for a digital photograph and successfully pass a security threat assessment conducted by TSA.

While TWIC may be implemented across other transportation modes in the future, the TWIC Final Rule, published in the Federal Register January 25, 2007, sets forth regulatory requirements to implement this program in the maritime mode first.

The program's goals are:

- Positively identify authorized individuals who require unescorted access to secure areas of the nation's maritime transportation system;
- Determine the eligibility of an individual to be authorized unescorted access to secure areas of the maritime transportation system;
- Enhance security by ensuring that unauthorized individuals are denied unescorted access to secure areas of the nation's maritime transportation system; and,
- Identify individuals who fail to maintain their eligibility qualifications after being permitted unescorted access to secure areas of the nation's maritime transportation system and revoke the individual's permissions.

The TWIC Final Rule was posted on January 1, 2007, and reflects input obtained through four public meetings and over 1,900 comments from the maritime industry. This rule does not require maritime owners and operators to purchase or install card readers compatible with TWIC at this time.

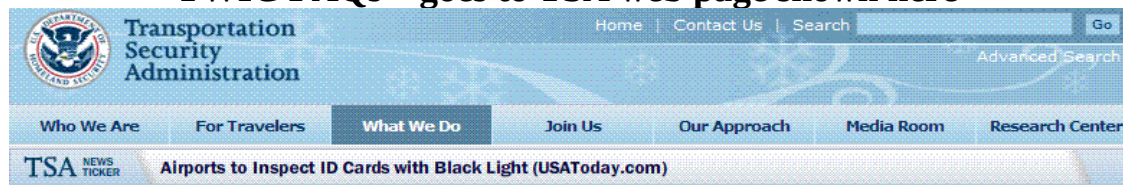
Click [here](#) for more information about the TWIC program.

Transportation Security Administration

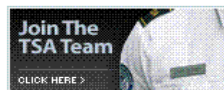
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## TWIC FAQs – goes to TSA web page shown here



The header of the TSA website features the Department of Homeland Security logo on the left, the text "Transportation Security Administration" in the center, and navigation links for "Home", "Contact Us", and "Search" on the right. Below this is a secondary navigation bar with links for "Who We Are", "For Travelers", "What We Do", "Join Us", "Our Approach", "Media Room", and "Research Center". A "TSA NEWS TICKER" section displays the headline "Airports to Inspect ID Cards with Black Light (USAToday.com)".



### What We Do

- Law Enforcement
- Layers of Security
- Air Cargo
- Alien Flight Student Program
- Employee Screening
- HAZMAT Endorsement Threat Assessment Program
- PortSTEP
- Rail Security
- Registered Traveler
- Screening Passengers by Observation Techniques
- Secure Automobile Inspection Lanes
- Secure Flight
- Transportation Worker Identification Credential Program
- Screening Partnership Program
- Security Screening
- Transportation Sector Network Management

## Frequently Asked Questions

### Transportation Worker Identification Credential (TWIC™)

[TWIC Home](#) | [TWIC Pilot Test](#) | [TWIC FAQs](#) | [Helpful Links](#) | [Pre-Enrollment Contact Info](#) | [Press Releases](#) | [Testimonies](#)

**Week of 2/04:** Enrollment Centers will open this week in: Ashtabula, OH; Everett, WA; Louisville, KY; Nashville, TN; Oswego, NY; and Port Everglades, FL. [Click here](#) to see where TWIC is coming next. [Click here](#) to get enrollment center addresses.

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- [Waivers and Appeals](#)
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- [Merchant Mariners](#)
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### GENERAL

#### 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

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## Privacy Policy

### Introduction

We collect no personal information about you when you visit our website unless you choose to provide this information to us. However, we collect and store certain information automatically. Here is how we handle information about your visit to our website.

### What We Collect and Store Automatically

If you do nothing during your visit but browse through the website, read pages, or download information, we will gather and store certain information about your visit automatically. This information does not identify you personally.

We automatically collect and store only the following information about your visit:

1. The Internet domain (for example, "xcompany.com" if you use a private Internet access account, or "yourschool.edu" if you connect from a university's domain) and IP address (an IP address is a number that is automatically assigned to your computer whenever you are surfing the Web) from which you access our website;
2. The type of browser and operating system used to access our site;
3. The date and time you access our site;
4. The pages you visit;
5. If you linked to our website from another website, the address of that website.

We use the information we collect to count the number and type of visitors to the different pages on our site, and to help us make our site more useful to visitors like you.

### Cookies

These pages use "session cookies" or their equivalent to temporarily store information about your visit and to track transactions while you are online. Session cookies expire automatically after you leave the site and the information is discarded and non-retrievable. "Persistent cookies" - sometimes used to track user activity over multiple sessions and/or web sites - are not used on this site.

### If You Send Us E-mail

You may choose to provide us with personal information, as in e-mail with a comment or question. We use the information to improve our service to you or to respond to your request. Sometimes we forward your e-mail to other government employees who may be better able to help you.

### Links to Other Sites

Our website has many links to our partners, especially other federal agencies. In a few cases we link to private organizations. When you link to another site, you are no longer on our site and are subject to the privacy policy of the new site.

### Disclaimer and Liability Notice

This website and the information it contains are provided as a public service by the U.S. Transportation Security Administration (TSA). This system is monitored to ensure proper operation, to verify the functioning of applicable security features, and for comparable purposes. Anyone using this system expressly consents to such monitoring. Unauthorized

attempts to modify any information stored on this system, to defeat or circumvent security features, or to utilize this system for other than its intended purposes are prohibited and may result in criminal prosecution.

### **Restriction of Liability**

The TSA makes no claims, promises or guarantees about the accuracy, completeness, or adequacy of the contents of this website and expressly disclaims liability for errors and omissions in the contents of this website. No warranty of any kind, implied, expressed or statutory, including but not limited to the warranties of non-infringement of third party rights, title, merchantability, fitness for a particular purpose and freedom from computer virus, is given with respect to the contents of this website or its hyperlinks to other Internet resources. Reference in this website to any specific commercial products, processes, or services, or the use of any trade, firm or corporation name is for the information and convenience of the public, and does not constitute endorsement, recommendation, or favoring by TSA.

### **Ownership**

Information presented on this website is considered public information and may be distributed or copied. TSA shall have the unlimited right to use for any purpose, free of any charge, all information submitted to TSA via this site except those submissions made under separate legal contract. TSA shall be free to use, for any purpose, any ideas, concepts, or techniques contained in information provided to TSA through this site.

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### ***TWIC Contact Information***

The TWIC Program Help Desk is operational and can be reached at 1-866-DHS-TWIC (1-866-347-8942).

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# Information, Privacy Act and Paperwork Reduction Act Statements

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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 then visit 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 who is granted unescorted access to the facility or vessel. Rather, TWIC is a secure identification credential that can be used in conjunction with the owner/operator's risk management 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 5103a.

**Purpose:** This information is needed to verify your identity and 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 xx/xx/xxxx.

TWIC pre-enrollment site to be updated with revised PIA and PRA statements once submission is approved (same as TWIC Disclosure Form). Updated text is as follows:

**PRIVACY ACT STATEMENT:** Authority: The authority for collecting this information is 49 U.S.C.114, 40113, and 5103a. Principal Purpose(s): This information is needed to verify your identity and to conduct a security threat assessment to evaluate your suitability for a TWIC. 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. For individuals who are mariners or applying to be one, the SSN is mandatory or they will be required to visit a Coast Guard Regional Exam Center to this information before an application is complete. Routine Use(s): 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.

**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 xx/xx/xxxx.

**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.

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# Enter Personal Information

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**Available Tasks**

- Cancel Registration

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:

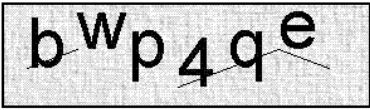
Date of Birth\*:    (MM/DD/YYYY)

Country of Birth\*:

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

State of Birth:

Enter the following code\*:



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# Create New User Login

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**Available Tasks**

- Cancel Registration

**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\*:

Enter your answer for question 1\*:

Challenge question 2\*:

Enter your answer for question 2\*:

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# Enter Biographical Information

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## Available Tasks

Cancel Registration

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) Middle Name:

(Legal) Last Name\*:

Suffix:

Alias:

Social Security Number:

Alien Registration Number:

Visa Number:

Height:

Weight (in pounds):

Hair Color:

Eye Color:

Gender:

Home Address 1:

Home Address 2:

City:

Country:

State:

Zip Code:  (ex. 20009)

Preferred Notification Method\*:

Phone:  (ex. 5555555555)

Mobile:  (ex. 5555555555)

Fax:  (ex. 5555555555)

E-mail:

Date of Birth\*: 01 / 01 1900 (MM/DD/YYYY)

City of Birth:

Country of Birth\*: UNITED STATES

State of Birth: Alabama

Country of Citizenship\*: UNITED STATES

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**Employment Information**

Employer Name:

Occupation:

Address 1:

Address 2:

Room Number:

City:

Country:

State:

Zip Code:  (ex. 20009)

Office Phone:  (ex. 5555555555)

Ext:

Office Fax:  (ex. 5555555555)

Office E-mail:

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**Mailing Addresses**

**Current Mailing Address**

Address 1:

Address 2:

City:

Country:

State:

Zip Code:  (ex. 20009)

**Previous Mailing Address**

Address 1:

Address 2:

City:

Country:

State:

State:   
Zip Code:  (ex. 20009)

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# Account Successfully Created

The screenshot shows a web browser window with a Windows XP taskbar at the top. The browser's address bar is not visible, but the page title is "Account Successfully Created". The website header is blue with the TSA logo on the left and the text "Transportation Worker Identification Credential" in the center. To the right of the header are links for "Spanish", "TSA Web Site", and "TWIC Web Site". Below the header is a navigation menu with four items: "Home", "Learn About TWIC", "TWIC FAQs", and "Contact Us".

On the left side of the page, there is a sidebar with the heading "Transportation Worker" and a list of links:

- Apply for a TWIC
- Applicant Login
- What to Bring to the Enrollment Center
- Download Latest Hotlist
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The main content area of the page displays the following message:

**Your account was successfully created.**  
Please click [here](#) to log in.

At the bottom of the page, there is a footer with two links: "Transportation Security Administration" and "Privacy Policy". Below these links, it says "U.S. Department of Homeland Security".



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### Applicant Login

User ID

Password

If you don't have a User ID and Password click here to register.

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# Forgot Your Password?

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### Forgot Your Password?

Username\*:

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# Login Help

## Login Frequently Asked Questions

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- [Forgot your password?](#)
- [What if I forgot my User ID?](#)
- [How do I change my password?](#)
- [Any tips on creating a password?](#)

### Where do I get my information to login?

During the TWIC Pre-Enrollment process, you will create a unique user id and password

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### Forgot your password?

If you can't remember your password you need to reset it. Select the Password Reset link below:

[Password Reset](#)

To reset your password, you will need to enter your User ID and answer your Challenge Questions.

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### What if I forgot my User ID?

Call the TWIC Help Desk at 1-866-DHS-TWIC (1-866-347-8942). The TWIC Help Desk will also be able to reset your password.

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### How do I change my password?

To change your TWIC Pre-Enrollment password:

1. Log in to the TWIC Pre-Enrollment website using your user id and current password.
2. Select the Change Password link on the left navigation bar.
3. Enter your current password and your new password in the spaces provided on the screen.
4. Click the Submit button.

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### Any tips on creating a password?

The following tips make it difficult for others to guess your password and help protect your account.

Tips
A password must be at least 8 characters in length.
Passwords must contain at least one of each of the following: one alphabetic uppercase, one alphabetic lowercase, one numeric, and one special character.
Passwords shall not contain any two identical consecutive characters.



Passwords shall not contain any dictionary word.
Passwords shall not contain any proper noun or the name of any person, pet, child, or fictional character. Passwords shall not contain any employee serial number, Social Security number, birth date, phone number, or any information that could be readily guessed about the creator of the password.
Don't use a password that contains part of your User ID.
Passwords shall not contain any simple pattern of letters or numbers, such as "qwerty" or "xyz123".
Passwords shall not be any word, noun, or name spelled backwards or appended with a single digit or with a two-digit "year" string, such as 98xyz123.

There are several ways to protect your password:

- **Make it memorable.** Pick something you'll remember and not easy for someone else to guess.
- **Change it periodically.** Make sure to change your password from time to time using the Change Password option. If you know or suspect your password is no longer private, immediately change your password. If you need assistance, or if any suspicious activity is suspected, contact the TWIC Help Desk immediately.
- **Don't share it.** Keep your password private at all times, and never divulge your password to anyone including the help desk, network or system administrators, and management personnel.
- **Always sign off.** End your session by clicking the logoff button and then closing your browser window. This is very important if you're using a PC in public place.

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# Applicant Login Welcome Screen

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- › [Log Out](#)

## Welcome Test!

From this page you can manage your TWIC pre-enrollment information.

You can...

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- [Find Enrollment Center](#)
- [Schedule / Re-Schedule / Cancel Appointment](#)
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## Available Tasks

- › Update Personal Information
- › Change Password
- › Find Enrollment Center
- › Schedule / Re-Schedule / Cancel Appointment
- › Print Pre-Enrollment Receipt
- › Log Out

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*	<input type="text" value="TEST"/>
(Legal) Middle Name:	<input type="text"/>
(Legal) Last Name*	<input type="text" value="TEST"/>
Suffix:	<input type="text" value=""/>
Alias:	<input type="text"/>
Social Security Number:	<input type="text"/>
Alien Registration Number:	<input type="text"/>
Visa Number:	<input type="text"/>
Height:	<input type="text" value=""/> <input type="text" value=""/>
Weight (in pounds):	<input type="text"/>
Hair Color:	<input type="text" value=""/>
Eye Color:	<input type="text" value=""/>
Gender:	<input type="text" value=""/>
Home Address 1:	<input type="text"/>
Home Address 2:	<input type="text"/>
City:	<input type="text"/>
Country:	<input type="text" value=""/>
State:	<input type="text" value=""/>
Zip Code:	<input type="text" value=""/> (ex. 20009)
Preferred Notification Method*	<input type="text" value="HOME PHONE"/>
Phone:	<input type="text" value="5555555555"/> (ex. 5555555555)
Mobile:	<input type="text"/> (ex. 5555555555)
Fax:	<input type="text"/> (ex. 5555555555)
...	<input type="text"/>

E-mail:

Date of Birth\*: 01 / 01 1900 (MM/DD/YYYY)

City of Birth:

Country of Birth\*: UNITED STATES

State of Birth: Alabama

Country of Citizenship\*: UNITED STATES

**Employment Information**

Employer Name:

Occupation:

Address 1:

Address 2:

Room Number:

City:

Country:

State:

Zip Code:  (ex. 20009)

Office Phone:  (ex. 555555555)

Ext:

Office Fax:  (ex. 555555555)

Office E-mail:

**Mailing Addresses**

**Current Mailing Address**

Address 1:

Address 2:

City:

Country:

State:

Zip Code:  (ex. 20009)

**Previous Mailing Address**

Address 1:

Address 2:

City:

Country:

State:

Zip Code:  (ex. 20009)

---

Transportation Security Administration

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# Change Password

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## Change Password

Current Password\*:

New Password\*:

Confirm New Password\*:

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

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U.S. Department of Homeland Security

# Find An Enrollment Center

[Spanish](#) | [TSA Web Site](#) | [TWIC Web Site](#)



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## Find an Enrollment Center

Choose an address then click **Find** to display the nearest TWIC Enrollment Centers

Other Address

Street:

City:

State (US):

Zip:

**Find**

**Reset**

**Skip**

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# Choose An Enrollment Center

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## Choose an Enrollment Center

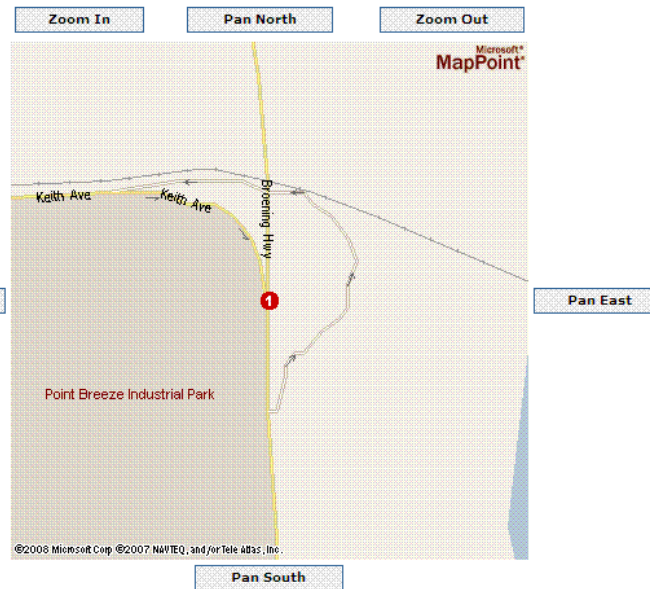
[New Search](#) | [Main](#)

### ★ Search Criteria

Starting Address: **Annapolis Junction, Maryland**

Search Radius:  **Mile(s)**

To view the Search Results, [scroll below](#).



### Search Results

To Schedule an Appointment, click any **SITE NAME** below. For Driving Directions, select an **ADDRESS** link. **You can either expand or reduce the number of Enrollment Center Locations by changing the Search Criterion above.**

Site	Site Name (click to schedule an appointment)	Address (click for direction)	Distance (in miles)
1	<a href="#">Port of Dundalk, MD</a>	<a href="#">2200 Broening Hwy - Suite 220 Baltimore, MD 21224-6623</a>	22.18
2	<a href="#">Port of LaPlata, MD</a>	<a href="#">3195 Old Washington Rd - Suite 2106 Waldorf, MD 20602-3201</a>	43.7
3	<a href="#">Port of Wilmington, DE</a>	<a href="#">1 Hausel Road Wilmington, DE 19801-5800</a>	89.59
4	<a href="#">Port of Salisbury, MD</a>	<a href="#">212 W Main St - Suite 204C Salisbury, MD 21801-4871</a>	109.58
5	<a href="#">Port of Philadelphia, PA</a>	<a href="#">3460 North Delaware Ave Philadelphia, PA 19134-6311</a>	123.65



# Make An Appointment



Appointment Options | [Help](#) | [Sign Out](#)

Port of Dundalk, MD

Click on any white cell to choose a date and time for this appointment

Available Time  Unavailable Time

**February 03 - 09, 2008 EST**    Today

	Sun 3	Mon 4	Tue 5	Wed 6	Thu 7	Fri 8	Sat 9	
7:30am								7:30am
7:50am								7:50am
8:10am								8:10am
8:30am								8:30am
8:50am								8:50am
9:10am								9:10am
9:30am								9:30am
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11:10am								11:10am
11:30am								11:30am
11:50am								11:50am
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3:50pm								3:50pm
4:10pm								4:10pm
4:30pm								4:30pm
4:50pm								4:50pm
5:10pm								5:10pm
	Sun 3	Mon 4	Tue 5	Wed 6	Thu 7	Fri 8	Sat 9	



TEST TEST  
TWIC | Enrollment | 20 mins | Enrollment Workstation 03  
Wednesday, February 06, 2008 - 10:10AM EST

[Cancellation Policy](#)

**Review Appointment Details**

The details of your appointment request are shown below. Please review the details of the appointment request to ensure accuracy and then click **Make Appointment** to confirm.

**Appointment Details**

TWIC Applicant: TEST TEST  
Program: TWIC  
Activity: Enrollment  
Date: Wednesday, February 06, 2008 - 10:10AM EST  
Duration: 20 mins  
Primary Resource: Enrollment Workstation 03

[Cancel Appointment Request](#)

[Make Appointment](#)



**Pre-Enrollment Receipt**

**PRE-ENROLLMENT RECEIPT**

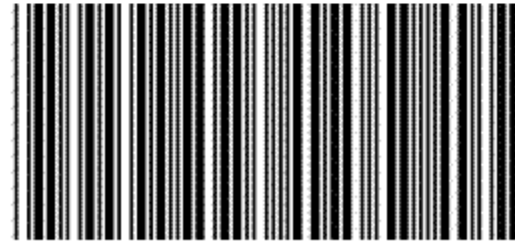
NAME: TEST TEST  
APPLICANT ID: XXTMQFZJ



Transportation  
Security  
Administration

ENROLLMENT CENTER: (212246623A)  
Port of Dundalk, MD  
2200 Broening Hwy - Suite 220  
Baltimore, MD, 21224-6623

DATE AND START TIME: 2008-02-06 10:10:00.0  
DATE AND END TIME: 2008-02-06 10:30:00





# My Appointments



Transportation  
Security  
Administration

[Appointments](#) | [Help](#) | [Sign Out](#)

Port of Dundalk, MD

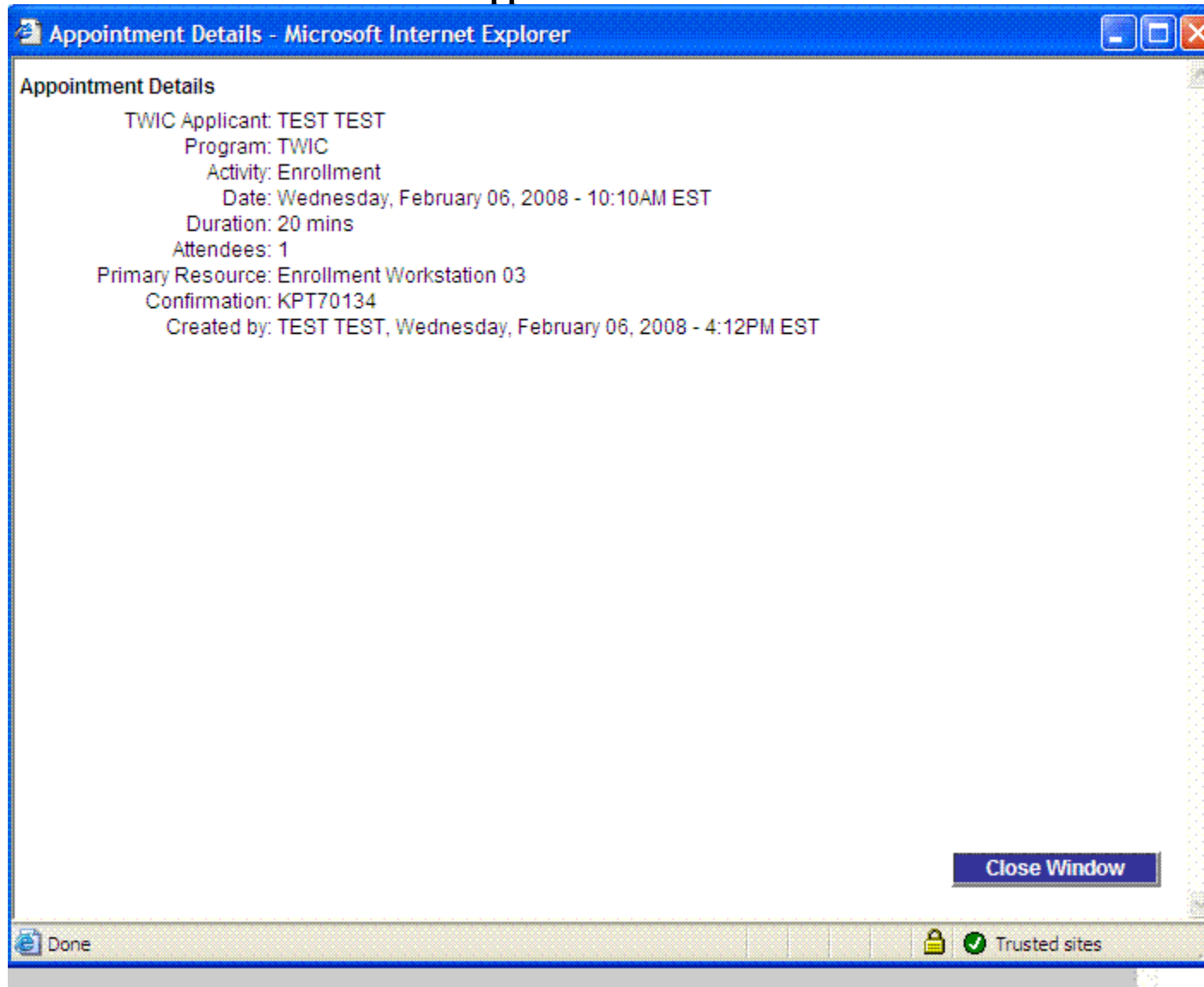
TEST TEST

## Appointments for TEST TEST

Use this screen to view and manage your appointments.

Actions	Date	Activity	TWIC Applicant
<a href="#">Details</a>	Wednesday, February 06, 2008 - 10:10AM EST	Enrollment	TEST TEST

## Appointment Details



The screenshot shows a Microsoft Internet Explorer window with the title bar 'Appointment Details - Microsoft Internet Explorer'. The main content area displays the following appointment details:

- Appointment Details
- TWIC Applicant: TEST TEST
- Program: TWIC
- Activity: Enrollment
- Date: Wednesday, February 06, 2008 - 10:10AM EST
- Duration: 20 mins
- Attendees: 1
- Primary Resource: Enrollment Workstation 03
- Confirmation: KPT70134
- Created by: TEST TEST, Wednesday, February 06, 2008 - 4:12PM EST

At the bottom right of the content area, there is a blue button labeled 'Close Window'. The status bar at the bottom shows 'Done' on the left and 'Trusted sites' with a lock icon on the right.

# Appointments Help

My Appointments - Appointments - Microsoft Internet Explorer

Use this interface to view availability for appointments. If you have rights to do so, you may schedule new appointments, and view, cancel, and modify appointments made previously. You may also have rights to review and modify your account profile, including your username and password.

### The Enrollment Centers Tab

This tab appears if multiple enrollment centers are available and you have rights to access more than one enrollment center.

To select an enrollment center for your appointment,

1. Click on the Enrollment Center select list, then select the enrollment center for which you would like to view availability.

**Note:** Some enrollment centers include campaigns. A campaign offers a unique view of availability within an enrollment center. If a Campaign select list appears below the enrollment center select list, select a campaign, or select Main Appointment Book to view general availability for the selected enrollment center.

2. Click Next to display the appointment book for the selected enrollment center.

### The Make Appointments Tab

This tab displays availability for activities and resources within an appointment book. This tab may include separate screens that present appointment options and availability or it may present a single integrated screen that includes both appointment options and availability.

To make an appointment,

1. Select an activity, duration, and number of attendees for your appointment.
2. If resources are presented, select a resource for your appointment or leave the default resource selected if you are uncertain about which resource to select.
3. Click Next to display availability (two screen layout) or click "Show Availability" to update the schedule grid (single screen layout).
4. Select an appointment start time from the schedule of availability. You may navigate to another date by clicking the "-" and "+" icons, or click the "31" icon to display a pop-up calendar, then click a date on the calendar to jump to that date in the schedule grid.
5. Follow the on screen instructions to complete your appointment.

When you complete the appointment registration process, the schedule grid is re-displayed and your appointment is shown as a block of color on the schedule grid (typically bright green, but this color is configurable so be sure to check the legend at the top of the schedule grid).

### The My Appointments Tab

This tab displays your outstanding appointments. Note that if the appointment book contains multiple enrollment centers, this tab displays your appointments only for the currently selected enrollment center. To view appointments you hold at other enrollment centers, use the enrollment center tab to switch to another enrollment center, then select the My Appointments tab to view your appointments in that enrollment center.

To cancel an appointment,

1. Click the Cancel button to the left of the appointment.

You will be prompted to cancel the appointment.

2. Click Ok to cancel the appointment, or click Cancel to cancel the appointment cancellation request.

**Note:** If you attempt to cancel an appointment that represents one instance of a recurring appointment, you will be presented with all outstanding instances of the recurring appointment. You may cancel only the instance you originally selected, or you may select additional instances to cancel at the same time. Follow the on screen instructions to cancel the desired instances.

After you cancel the appointment, the My Appointments screen is redisplayed and the cancelled appointment no longer appears.

To modify an appointment,

1. Click the Modify button to the left of the appointment.

You will be prompted to modify the appointment duration, number of attendees, and resource.

**Note:** You may not modify the activity for which the appointment was originally scheduled. This modification requires that you cancel the original appointment and make a new appointment.

2. Make any changes as desired, then click Next.

You will be presented with the schedule grid showing available times for this appointment. If you made changes to the duration, number of attendees, or resource, the original appointment time may or may not be available.

3. Select an appointment start time.

- To select a new appointment date and time, click on an available cell in the schedule grid. You may navigate to another date by clicking the "-" and "+" icons, or click the "31" icon to display a pop-up calendar, then click a date on the calendar to jump to that date in the schedule grid.
- To retain the original appointment date and time, click the "Next" button above and to the right of the schedule grid. If the original appointment date and time is no longer available due to changes to the appointment duration, number of attendees, or resource, this button will not be displayed. In this case you must choose a new appointment start time from the schedule grid.

4. Follow the on screen instructions to complete the appointment modification process.

When you complete the appointment modification process, the My Appointments screen is re-displayed with your modified appointment shown.

#### The My Account Tab

This tab displays your account information, including your contact information, username, and password. This tab will not be displayed unless you have rights to view and modify this information.

To modify your account profile,

1. Click the My Account tab.

This tab contains a contact information page, optional billing information and registration questions pages, and an account information page where you can change your username and password.

2. Click the appropriate menu item to display the page you wish to review or change.
3. Make any desired changes, then click Save.
4. Repeat the above steps to make additional modifications to your account profile.

Done

Trusted sites