



Transportation  
Security  
Administration

#{Date}

#{First Name} #{Last Name}  
#{Address}  
#{Address}  
#{City}, #{State} #{Zip Code}  
#{Country}

Re: Preliminary Determination of Ineligibility, TWIC Application, Case Number #{Case Id}

Dear #{First Name} #{Last Name}:

The Transportation Security Administration (TSA) has received your application for a Transportation Worker Identification Credential (TWIC). Based on the information reviewed, TSA has made a preliminary determination that you **might not** be eligible for a TWIC because of your criminal history, immigration eligibility, and mental incapacity, as described below:

***Disqualifying Criminal Convictions, Open Criminal Dispositions, and/or Outstanding Criminal Warrants:***

**Convictions:**

[Cite Offense], in [City, State], on or about [Date], and sentenced to serve [days, months, or years] incarceration.

**Arrests/Complaints/Indictments/Open Criminal Dispositions:**

[Cite Offense], in [City, State], on or about [Date].

**Outstanding Criminal Wants or Warrants:**

Held by the [insert Law Enforcement Agency], on [Date], in [City, State], for [Cite Offense].

**If you were not convicted of a disqualifying offense or you were convicted a long time ago, you *may* qualify for an appeal.** See the enclosed General Instructions for Criminal Disqualifications, Section 1, regarding *criminal appeals*.

**If the information above is correct, you may be able to obtain a TWIC in some cases.** See the enclosed General Instructions for Criminal Disqualifications, Section 2, regarding *criminal waivers*.

***Immigration Eligibility:***

An individual applying for a TWIC must be:

- a United States citizen;
- a Lawful Permanent Resident; or
- Meet the required immigration eligibility standards. See the enclosed Immigration Eligibility Requirements and the enclosed General Instructions for Immigration Eligibility, Section 1, regarding *immigration eligibility appeals*.

TSA is requesting that you submit additional documentation to address the below immigration matter:

***Immigration Eligibility (Choose One):***

**On your application, you indicated that you were born in [Country]; however, TSA has been unable to verify your U.S. citizenship or immigration eligibility to hold a TWIC.**

**On your application, you did not list your complete place of birth; therefore, TSA has been unable to verify your U.S. citizenship or immigration eligibility to hold a TWIC.**

**On your application, you indicated that you were born in the United States; however, other records available to TSA indicate that you may have been born in [Country]. As a result, TSA has been unable to verify your U.S. citizenship or immigration eligibility to hold a TWIC.**

**On your application, you indicated that you were born in the United States; however, other records available to TSA indicate that you may be a citizen of [Country]. As a result, TSA has been unable to verify your U.S. citizenship or immigration eligibility to hold a TWIC.**

**On your application, you indicated you were born in the United States; however, you also indicated that you were a citizen of [Country]. Therefore, TSA has been unable to verify your U.S. citizenship or immigration eligibility to hold a TWIC.**

**If you meet the immigration eligibility requirements, you may qualify for an appeal. See the enclosed General Instructions for Immigration Eligibility, Section 1, regarding *immigration eligibility appeals*.**

**If you are currently in Temporary Protected Status (TPS) in the United States, you may qualify for a waiver. See the enclosed General Instructions for Immigration Eligibility, Section 2, regarding *immigration eligibility waivers*.**

***Mental Capacity:***

Individuals who have either been adjudicated as lacking mental capacity or were once involuntarily committed to a mental health facility are not eligible for a TWIC. Records available to TSA indicate that you have either been adjudicated as lacking mental capacity or were once involuntarily committed to a mental health facility. Specifically, our records indicate that on or about [Date], you were adjudicated as lacking mental capacity or were committed to the [insert name of mental institution] in [City, State].

**If these facts are incorrect, you may qualify for an appeal.** Your appeal request should be accompanied by documentation showing that you were not adjudicated as lacking mental capacity or were not involuntarily committed to a mental health facility.

**If you no longer lack mental capacity, you may qualify for a waiver of the eligibility requirements.** Your waiver request should be accompanied by court records or official medical release documents indicating that you no longer lack mental capacity.

If you do not know whether you should apply for an appeal or a waiver, you may request both. Read the enclosed directions carefully before applying for an appeal or a waiver.

You may also request the releasable materials on which TSA has based its preliminary determination of ineligibility. To do so, please check the appropriate box on the enclosed TWIC Response Cover Sheet and return it to TSA.

**In any case, you must reply within 60 days from the date you receive this letter. You may send TSA the necessary documents or submit a request for an extension of time to reply. If you do not reply within 60 days or receive an extension of time from TSA, TSA's preliminary determination of ineligibility will become final and you will not be granted a TWIC.**

Even if your application is finally denied, you may submit a new application for a TWIC *at any time*.

**A copy of the enclosed TWIC Response Cover Sheet should be included with all documents you send to TSA.** Please review the enclosure, which provides detailed instructions on how to submit information to TSA. If you have questions, please write to us at the address provided.

For more information, you can also visit the TWIC home page on the internet at:  
[http://www.tsa.gov/what\\_we\\_do/layers/twic/index.shtm](http://www.tsa.gov/what_we_do/layers/twic/index.shtm).

Sincerely,

Robert Freeman, Director  
Adjudication Center  
Office of Transportation Threat Assessment and  
Credentialing

Enclosures

**DISQUALIFYING CRIMINAL OFFENSES**

**If you have pleaded guilty or *nolo contendere* to a Disqualifying Offense,** TSA treats the case in the same way as if you had been convicted of the offense, even if the court withheld or deferred adjudication of guilt.

TSA does not consider you to have been convicted if the finding of guilt was overturned on appeal, pardoned (with full restoration of all rights), or expunged so that it has been removed from your criminal record and carries no disabilities or restrictions (except for future sentencing purposes).

**If you are under want, warrant, complaint, or indictment for a Disqualifying Offense,** you will be disqualified until the want or warrant is released or the complaint or indictment is dismissed.

**If you were found not guilty by reason of insanity or incompetent to stand trial,** you will be disqualified until you provide proof that you no longer lack mental capacity.

<p>If you have been convicted of one of these felonies, you may be eligible for an <i>appeal</i> if:</p> <ul style="list-style-type: none"> <li>• You were convicted more than 7 years before you applied for your TWIC; <b>and</b></li> <li>• You were released from confinement more than 5 years before you applied for your TWIC (if applicable).</li> </ul> <p>.....</p> <p>If you were convicted less than 7 years before the date of your application or released from confinement less than 5 years before the date of your application, you may apply for a <i>waiver</i>.</p>	<ul style="list-style-type: none"> <li>• Unlawful possession, use, sale, manufacture, purchase, distribution, receipt, transfer, shipping, transporting, delivery, import, export of, or dealing in a firearm or other weapon. A firearm or other weapon includes, but is not limited to, firearms as defined in Title 18, United States Code (U.S.C.), section 921(a)(3) or 26 U.S.C. section 5845(a), or items contained on the U.S. Munitions Import List in Title 27, Code of Federal Regulations (C.F.R.), section 447.21;</li> <li>• Extortion;</li> <li>• Dishonesty, fraud, or misrepresentation, including identity fraud and money laundering where the money laundering is related to a crime described in paragraphs (a) or (b) of this section. Welfare fraud and passing bad checks do not constitute dishonesty, fraud, or misrepresentation for purposes of this paragraph;</li> <li>• Bribery;</li> <li>• Smuggling;</li> <li>• Immigration violations;</li> <li>• Distribution of, possession with intent to distribute, or importation of a controlled substance;</li> <li>• Arson;</li> <li>• Kidnapping or hostage taking;</li> <li>• Rape or aggravated sexual abuse;</li> <li>• Assault with intent to kill;</li> <li>• Robbery;</li> <li>• Fraudulent entry into a seaport as described in 18 U.S.C. section 1036, or a comparable State law;</li> <li>• Violations of the Racketeer Influenced and Corrupt Organizations Act, 18 U.S.C. section 1961, <i>et seq.</i>, or a comparable State law, other than the violations listed in paragraph (a)(10) of this section; and/or</li> <li>• Conspiracy or attempt to commit any of the above crimes.</li> </ul>

<p>If you have been convicted of one of these felonies, you are not eligible for an appeal, but you may request a waiver (<i>see</i> enclosed waiver instructions):</p>	<ul style="list-style-type: none"> <li>• A crime involving a transportation security incident. A transportation security incident is a security incident resulting in a significant loss of life, environmental damage, transportation system disruption, or economic disruption in a particular area, as defined in 46 U.S.C. section 70101. The term “economic disruption” does not include a work stoppage or other employee-related action not related to terrorism and resulting from an employer-employee dispute;</li> <li>• Improper transportation of a hazardous material under 49 U.S.C. section 5124, or a State law that is comparable;</li> <li>• Unlawful possession, use, sale, distribution, manufacture, purchase, receipt, transfer, shipping, transporting, import, export, storage of, or dealing in an explosive or explosive device. An explosive or explosive device includes, but is not limited to, an explosive or explosive material as defined in 18 U.S.C. sections 232(5), 841(c) through 841(f), and 844(j); and a destructive device, as defined in 18 U.S.C. section 921(a)(4) and 26 U.S.C. section 5845(f);</li> <li>• Murder;</li> <li>• Making any threat, or maliciously conveying false information knowing the same to be false, concerning the deliverance, placement, or detonation of an explosive or other lethal device in or against a place of public use, a state or government facility, a public transportation system, or an infrastructure facility;</li> <li>• Violations of the Racketeer Influenced and Corrupt Organizations Act, 18 U.S.C. section 1961, <i>et seq.</i>, or a comparable State law, where one of the predicate acts found by a jury or admitted by the defendant, consists of one of the crimes listed in paragraph (a) of this section; and/or</li> <li>• Conspiracy or attempt to commit the above crimes.</li> </ul>
<p>If you have been convicted of one of these felonies, you cannot receive a TWIC. You are not eligible for an appeal, and you may not request a waiver.</p>	<ul style="list-style-type: none"> <li>• Espionage, or conspiracy to commit espionage;</li> <li>• Sedition, or conspiracy to commit sedition;</li> <li>• Treason, or conspiracy to commit treason.</li> <li>• A federal crime of terrorism as defined in 18 U.S.C. section 2332b(g), or comparable State law, or conspiracy to commit such crime; and/or</li> <li>• Attempt to commit the above crimes.</li> </ul>

## IMMIGRATION ELIGIBILITY REQUIREMENTS

Please send documentation to TSA to show that you are in one of the below eligible immigration categories:

- a U.S. citizen or citizen of one of the five U.S. Territories;
- a Lawful Permanent Resident (LPR) of the U.S.;
- a Refugee admitted under 8 U.S.C. section 1157;
- an Alien granted asylum under 8 U.S.C. section 1158;
- a Citizen of Micronesia, the Marshall Islands, or Palau;
- a Canadian or Mexican citizen who is also a commercial driver licensed in Canada or Mexico to transport hazardous materials and/or conduct business in the U.S. under 8 C.F.R. section 214.2(b)(4)(i)(E);
- an Alien in valid **F-1** non-immigrant status enrolled at the U.S. Merchant Marine Academy or comparable State maritime academy and sponsored by the U.S. Maritime Administration (MARAD)  
*(Note: Visa must be accompanied by a letter from MARAD);*
- an Alien in valid **J-1** non-immigrant status enrolled at the U.S. Merchant Marine Academy or comparable State maritime academy and sponsored by MARAD  
*(Note: Visa must be accompanied by a letter from MARAD);*
- an Alien in valid **M-1** non-immigrant status enrolled at the U.S. Merchant Marine Academy or comparable State maritime academy;
- an Alien in valid **R-1** (Religious Workers) status sponsored by MARAD  
*(Note: Visa must be accompanied by a letter from MARAD);*
- **an Alien with unrestricted authorization to work in the U.S., holding one of the following visa types:**
  - **A-1:** Immediate family members of an Ambassador, Public Minister, Career Diplomat, Consular Officer, head of State, with a bilateral agreement in place;
  - **A-2:** Immediate family members of other foreign government officials or employees coming to the U.S., including technical and support staff of A-1, with a bilateral agreement in place;
  - **A-13 or A-14:** Family Unity Program admitted under 8 C.F.R. section 274a.12(a)(13) and (14);
  - **E-1:** Spouse and dependent children of a treaty trader or employee of a treaty trader;
  - **E-2:** Spouse of a treaty investor or employee of a treaty investor;
  - **G-1:** Immediate family member of a principal resident representative of recognized foreign member government to international organization and staff, with a bilateral agreement in place;
  - **G-3:** Immediate family member of a representative of a non-recognized or non-member foreign government to international organization, with a bilateral agreement in place;
  - **G-4:** Immediate family member of an international organization officer or employee, with a bilateral agreement in place;
  - **J-2:** Spouse or child of an exchange visitor (J-1);
  - **K-3:** Spouse of U.S. citizen (under Legal Immigration Family Equity (LIFE) Act provisions);

- **K-4:** Child of K-3;
- **L-2:** Spouse or child of L-1;
- **N-8:** Parent of alien classified SK-3 "Special Immigrant;"
- **N-9:** Child of N-8, SK-1, SK-2, or SK-4 "Special Immigrant;"
- Immediate family members of North Atlantic Treaty Organization (NATO) officials and representatives, with a bilateral agreement in place for the following visa types:
  - NATO-1
  - NATO-2
  - NATO-3
  - NATO-4
  - NATO-5
  - NATO-6
- **S-7:** Spouse, unmarried sons and daughters, and parents of a witness or informant;
- **T-1:** Victim of a severe form of trafficking in persons;
- **T-2:** Spouse of victim of a severe form of trafficking in persons;
- **T-3:** Child of victim of a severe form of trafficking in persons;
- **T-4:** Parent of victim of a severe form of trafficking in persons (if T-1 victim is under 21 years of age);
- **T-5:** Unmarried sibling under 18 years of age of a T-1 under 21 years of age;
- **U-1:** Victim of certain criminal activity;
- **U-2:** Spouse of U-1;
- **U-3:** Child of U-1;
- **U-4:** Parent of U-1 (if U-1 is under 21 years of age);
- **U-5:** Unmarried sibling under 18 years of age of a U-1 under 21 years of age;
- **V-1:** Spouse of a LPR who is the principal beneficiary of a family-based visa petition, filed prior to December 21, 2000, and has been pending for at least three years;
- **V-2:** Child of a LPR who is the principal beneficiary of a family-based visa petition, filed prior to December 21, 2000, and has been pending for at least three years;
- **V-3:** Derivative child of a V-1 or V-2; **OR**
- **TPS:** Temporary Protected Status (TPS).
- **an Alien with *restricted* authorization to work in the U.S., holding one of the following visa types:**
  - **B1 or B-1/B-2:** Business Visitor requiring a TWIC  
(*Note: Visa must be annotated with 'TWIC Letter Received'*);
  - **BBBCV: B-1/B-2** and Border Crossing Card (**BBC**) (Mexican citizens only);
  - **B-1/OCS:** Business Visitor / Outer Continental Shelf (OCS)  
(*Note: Visa must be annotated with 'Outer Continental Shelf' or 'OCS'*);
  - **C-1/D:** Combined transit and crewman visa;
  - **E-1 (Principal):** Treaty trader or employee of treaty trader;

- **E-2 (Principal):** Treaty investor or employee of treaty investor;
- **E-3:** Australian nationals in specialty occupations and spouse of Australian nationals in specialty occupations;
- **H-1B:** Specialty occupations; DOD workers, fashion models;
- **H-1B1:** Specialty occupations (professional)  
*(Note: Visa is only issued to Citizens of Chile or Singapore);*
- **L-1 (includes L-1A and L-1B):** Executive, managerial (intra-company transferee) or specialized knowledge professionals  
*(Note: 'L-1,' 'L-1A,' or 'L-1B' may be displayed on the actual visa);*
- **O-1 (includes O-1A and O-1B):** Extraordinary ability in sciences, arts, education, business, athletics or extraordinary achievement in motion picture and or television productions  
*(Note: 'O-1,' 'O-1A,' and 'O-1B' may be displayed on the actual visa); OR*
- **TN:** Trade visas for Canadian and Mexican business persons seeking to engage in professional activities under the North American Free Trade Agreement (NAFTA).
- **The following visa types with *unrestricted work authorization* are NOT eligible to obtain a TWIC:**
  - **K-1:** Fiancé(e) of a U.S. citizen;
  - **K-2:** Minor child of K-1;
  - **S-5:** Informant of criminal organization information; **OR**
  - **S-6:** Informant of terrorism information.



## **GENERAL INSTRUCTIONS FOR CRIMINAL DISQUALIFICATIONS**

### **1. THE FACTS IN THE PRELIMINARY DETERMINATION OF INELIGIBILITY ARE INCORRECT (I want to *Appeal* the Preliminary Determination of Ineligibility)**

If you believe you were not convicted of a disqualifying offense, you may appeal TSA's preliminary determination of ineligibility.

You may also appeal TSA's preliminary determination of ineligibility if you were convicted of *some* disqualifying offenses more than 7 years ago, and were released from confinement more than 5 years ago (if you were confined). See the enclosed list for these disqualifying offenses.

**You must request your appeal in writing by filling out the enclosed TWIC Response Cover Sheet. You must submit your appeal or request an extension of time within 60 days from the date you receive this letter. Along with the cover sheet, you should send official documents to show:**

- The open warrant issued for a disqualifying criminal offense was issued in error, has been resolved, or did not result in a disqualifying felony criminal conviction;
- You are no longer under indictment for a disqualifying felony criminal offense;
- You were convicted of a misdemeanor or lesser offense, were found not guilty, or the charges were dismissed with no remaining legal restrictions;
- The conviction was overturned on appeal, or expunged so that it has been removed from your criminal record and carries no disabilities or legal restrictions (except for future sentencing purposes);
- You were allowed to withdraw a plea of guilty or *nolo contendere* and enter a plea of not guilty, and the case was later dismissed;
- For *some, but not all felony convictions* (see list of disqualifying offenses), you were released from incarceration more than 5 years before you filed your application and the conviction was incurred more than 7 years before you filed your application; or
- You received a *full* pardon (restoring all rights) for the disqualifying criminal conviction.

TSA should notify you whether your appeal has been granted within 60 days after receiving your request, or a longer period of time for good cause.

### **2. I HAVE A DISQUALIFYING CONVICTION BUT I HAVE BEEN REHABILITATED AND I AM ELIGIBLE TO HOLD A TWIC (I am requesting a *Waiver* of the Preliminary Determination of Ineligibility)**

If you were convicted of a disqualifying offense, you may still be able to obtain a TWIC by requesting a waiver.

**You must submit your request for a waiver in writing by filling out the enclosed TWIC Response Cover Sheet. You must submit your waiver request or request an extension of time within 60 days from the date you receive this letter. Along with the cover sheet, you**

**should send documents to show that you have rehabilitated yourself, as provided in the five waiver criteria (49 C.F.R. section 1515.7), and that you are eligible to hold a TWIC. The kinds of documents you should submit include, but are not limited to:**

- An explanation of the circumstances of the disqualifying offense(s);
- Official documents showing any restitution ordered, restitution paid, and the balance due;
- Any Federal or state mitigation remedies (such as certificates showing completion of court-ordered substance abuse or other treatment programs);
- Court records or official medical release documents indicating that you no longer lack mental capacity (if you were found not guilty by reason of insanity);
- Official court documents regarding the offense and the disposition of your case (e.g., indictment, judgment of conviction, and sentencing documents);
- Official documents demonstrating the completion of all terms of your sentence (including the date of release from incarceration, date of discharge from supervision, etc.);
- A letter from your probation and/or parole officer discussing compliance while under supervision (including any violations);
- Letters of recommendation from past and present employers;
- Character reference letters from friends, family members or co-workers;
- Performance appraisals, certificates of achievement or accomplishments, etc.; and
- Any other information you believe would aid TSA in determining whether you are eligible for a waiver.

TSA should notify you whether your request for a waiver has been granted or denied within 60 days after receiving your request, if you provided all of the necessary information. The decision may take longer than 60 days if additional information is required for TSA to render a decision.

### **3. I WANT TO KNOW WHAT INFORMATION TSA USED TO MAKE ITS PRELIMINARY DETERMINATION OF INELIGIBILITY**

You may request copies of the information and documents (*Releasable Materials*) that TSA used to determine that you might not be eligible to hold a TWIC. **You must submit your request for Releasable Materials by filling out the enclosed TWIC Response Cover Sheet.** You do *not* need to give any explanation for your request.

TSA will normally give you a copy of the Releasable Materials no later than 60 days after receiving your request, or a longer period of time for good cause. TSA does not disclose classified information, as defined in Executive Order 12968, Section 1.1(d), and TSA reserves the right not to disclose any other information or material that is protected from disclosure under law or that TSA did not use in making its preliminary determination of ineligibility.

### **4. I NEED MORE TIME TO PREPARE MY REQUEST FOR AN APPEAL, MY REQUEST FOR A WAIVER, OR MY REQUEST FOR RELEASABLE MATERIALS**

If you need additional time in which to submit a request for documents, materials, information, a waiver, or an appeal, you may ask for an extension of time. **You must submit your request for an extension of time by filling out the enclosed TWIC Response Cover Sheet. You must submit your request within 60 days from the date you receive this letter.** Your first request

for an extension of time will be granted automatically, which will give you an additional 60 days to submit your request for an appeal or a waiver.

If you need more than one extension of time, you must submit **another** request in writing to TSA, and you will be notified of the new date by which you must provide documents to TSA in support of your request for an appeal or a waiver.

If the time period to submit a request for documents, materials, information, a waiver, or an appeal has expired, you may send a *written* request to explain why the failure to respond within the time limit was excusable. TSA will grant an extension of time after the expiration of the time period if good cause is shown, and will notify you of the new date by which you must provide documents to TSA.

## **5. HOW TO SEND DOCUMENTS TO TSA**

**Before submitting your TWIC Response Cover Sheet, please make sure that your printed name and address are correct.** If they are not, please make any necessary corrections and be sure to include a telephone number where you can be reached during the day.

**DOCUMENTS MAY BE MAILED VIA U.S. POSTAL SERVICE TO THE ADDRESS PROVIDED ON THE TWIC RESPONSE COVER SHEET OR YOU MAY FAX YOUR DOCUMENTATION TO (540) 710-2763 OR (540) 710-2783, ATTN: TSA TWIC PROCESSING CENTER.**

If you use an overnight mail service, **make sure that the mail carrier delivers to a Post Office Box.** Currently, only the U.S. Postal Service delivers to Post Office Boxes. In addition to Express Mail, you may also write to TSA using registered, certified, priority, or regular mail.

**Using the enclosed TWIC Response Cover Sheet and faxing or mailing documents to the address on the cover sheet is the fastest way to communicate with TSA.**

## **GENERAL INSTRUCTIONS FOR IMMIGRATION ELIGIBILITY**

### **1. I AM WITHIN AN ELIGIBLE IMMIGRATION CATEGORY (I want to *Appeal* the Preliminary Determination of Ineligibility)**

If you are in an eligible immigration category, you may appeal TSA's preliminary determination of ineligibility.

**You must request your appeal in writing by filling out the enclosed TWIC Response Cover Sheet. You must submit your appeal or request an extension of time within 60 days from the date you receive this letter.** Along with the cover sheet, you should send a copy (front and back) of documents to show that you:

- Are a U.S. citizen or citizen of one of the five U.S. Territories;
- Are a Lawful Permanent Resident of the United States;
- Hold a Visa that is approved for this program; or
- Are a Refugee, or an Alien who has been granted asylum.

TSA should notify you whether your appeal has been granted within 60 days after receiving your request, or a longer period of time for good cause.

### **2. I AM CURRENTLY IN TEMPORARY PROTECTED STATUS (TPS) (I want a *Waiver* of the Preliminary Determination of Ineligibility)**

You may apply for a waiver if you are an alien, currently under TPS, with unrestricted authorization to work in the United States.

**You must request your waiver in writing by filling out the enclosed TWIC Response Cover Sheet. You must submit your waiver or request an extension of time within 60 days from the date you receive this letter.** Along with the cover sheet, you should send a copy (front and back) of documents to show that you are in Temporary Protected Status.

### **3. I WANT TO KNOW WHAT INFORMATION TSA USED TO MAKE ITS PRELIMINARY DETERMINATION OF INELIGIBILITY**

You may request copies of the information and documents (*Releasable Materials*) that TSA used to determine that you might not be eligible to hold a TWIC. **You must submit your request for Releasable Materials by filling out the enclosed TWIC Response Cover Sheet.** You do *not* need to give any explanation for your request.

TSA will normally give you a copy of the Releasable Materials no later than 60 days after receiving your request, or a longer period of time for good cause. TSA does not disclose classified information, as defined in Executive Order 12968, Section 1.1(d), and TSA reserves the right not to disclose any other information or material that is protected from disclosure under law or that TSA did not use in making its preliminary determination of ineligibility.

#### **4. I NEED MORE TIME TO PREPARE MY REQUEST FOR AN APPEAL, MY REQUEST FOR A WAIVER, OR MY REQUEST FOR RELEASABLE MATERIALS**

If you need additional time in which to submit a request for documents, materials, information, a waiver, or an appeal, you may ask for an extension of time. **You must submit your request for an extension of time by filling out the enclosed TWIC Response Cover Sheet. You must submit your request within 60 days from the date you receive this letter.** Your first request for an extension of time will be granted automatically, which will give you an additional 60 days to submit your request for an appeal or a waiver.

If you need more than one extension of time, you must submit **another** request in writing to TSA, and you will be notified of the new date by which you must provide documents to TSA in support of your request for an appeal or a waiver.

If the time period to submit a request for documents, materials, information, a waiver, or an appeal has expired, you may send a *written* request to explain why the failure to respond within the time limit was excusable. TSA will grant an extension of time after the expiration of the time period if good cause is shown, and will notify you of the new date by which you must provide documents to TSA.

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**DOCUMENTS MAY BE MAILED VIA U.S. POSTAL SERVICE TO THE ADDRESS PROVIDED ON THE TWIC RESPONSE COVER SHEET OR YOU MAY FAX YOUR DOCUMENTATION TO (540) 710-2763 OR (540) 710-2783, ATTN: TSA TWIC PROCESSING CENTER.**

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