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Introduction

TWIC® Workflow Trees

Workflows: Pre-Enrollment, Standard Enrollment & Renewal

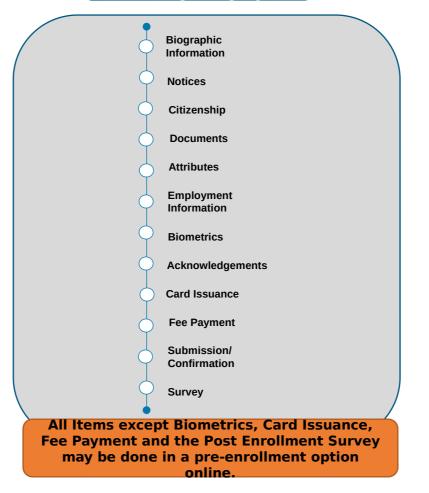
Pre-Enrollment (Optional)

Biographic Information Citizenship Attributes **Address** Information **Employment** Information Acknowledgements **Documents Appointment** Confirmation

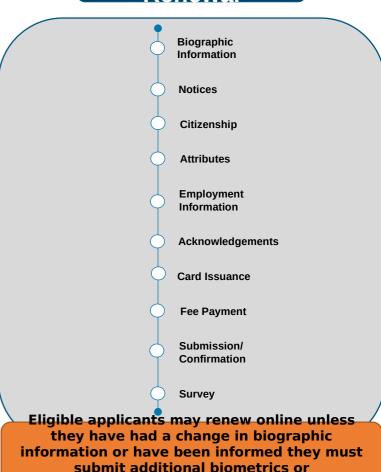
All applicants may pre-enroll online or via call center representative and provide required enrollment information and schedule appointment for biometric collection.

04/30

Standard Enrollment



Online Renewal



documentation.

Introduction

TWIC® Disclosures

Disclosure: Privacy Act Statement

PRIVACY ACT STATEMENT

Authority: 6 U.S.C. § 1140, 46 U.S.C. § 70105; 49 U.S.C. §§ 106, 114, 5103a, 40103(b)(3), 40113, 44903, 44935-44936, 44939, and 46105; the Implementing Recommendations of the 9/11 Commission Act of 2007, § 1520 (121 Stat. 444, Public Law 110-52, August 3, 2007); and Executive Order 9397, as amended.

Purpose: The Department of Homeland Security (DHS) will use your information to conduct a security threat assessment. Biometrics collected from applicants to the TSA PreCheck™ Application Program may also be used to conduct screening at airport checkpoints. Your fingerprints and associated information will be provided to the Federal Bureau of Investigation (FBI) for the purpose of comparing your fingerprints to other fingerprints in the FBI's Next Generation Identification (NGI) system or its successor systems including civil, criminal, and latent fingerprint repositories. The FBI may retain your fingerprints and associated information in NGI after the completion of this application and, while retained, your fingerprints may continue to be compared against other fingerprints submitted to or retained by NGI. DHS will also transmit your fingerprints for enrollment into Automated Biometrics Identification System (IDENT). If you provide your Social Security Number (SSN), DHS may provide your name and SSN to the Social Security Administration (SSA) to compare that information against SSA records to ensure the validity of the information.

Routine Uses: This system may disclose information in accordance with the Privacy Act, 5 U.S.C. 552a(b), including as a routine use pursuant to 5 U.S.C. 552a(b)(3) with third parties during the course of a security threat assessment, employment investigation, or adjudication of a waiver or appeal request to the extent necessary to obtain information pertinent to the assessment, investigation, or adjudication of your application under the TSA system of records notice (SORN) DHS/TSA 002, Transportation Security Threat Assessment System, or DHS/TSA 021, TSA PreCheck Application Program for applicants to that program. Disqualifying criminal offenses uncovered during your application limit your ability to access TSA PreCheck expedited screening. For as long as your fingerprints and associated information are retained in NGI, your information may be disclosed pursuant to your consent or without your consent as permitted by the Privacy Act of 1974 and all applicable Routine Uses as may be published at any time in the Federal Register, including the Routine Uses for the NGI system and the FBI's Blanket Routine Uses.

Disclosure: Furnishing this information (including your SSN) is voluntary; however, if you do not provide your SSN or any other information requested, DHS may be unable to complete your application for a security threat assessment.

Disclosure: Paperwork Reduction Act Statement

PAPERWORK REDUCTION ACT STATEMENT

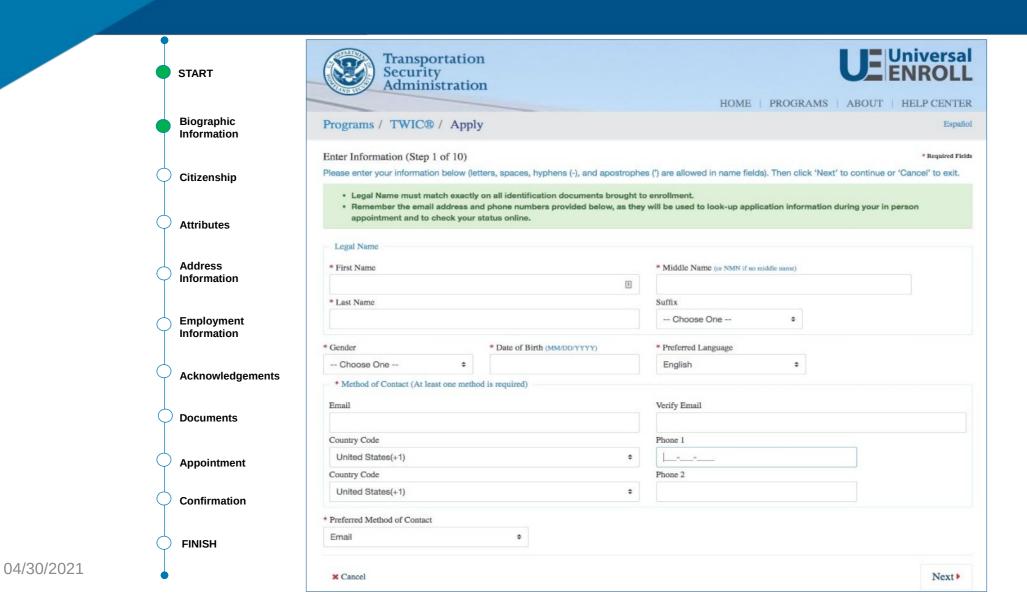
Statement of Public Burden: TSA is collecting this information to determine your eligibility for a TWIC®. This is a voluntary collection of information but failure to provide the information may result in an inability to approve your eligibility for a TWIC®. TSA estimates that the total average burden per response associated with this collection is estimated as follows:

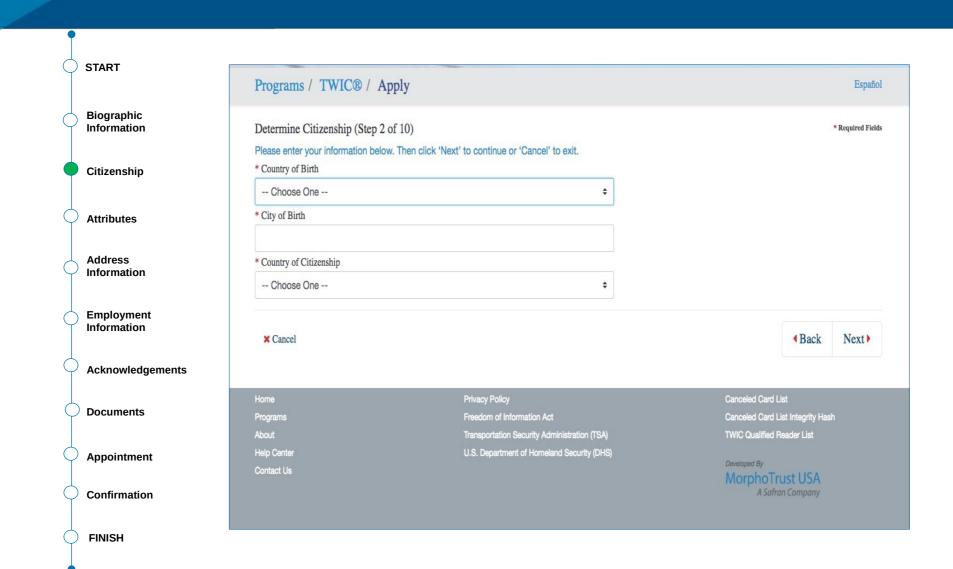
online pre-enrollment is 1.08 hours in-person enrollment is 0.92 hours online renewals is 10 minutes in-person renewals is 55 minutes customer satisfaction survey is 2.5 minutes appeals and waivers is 6 hours

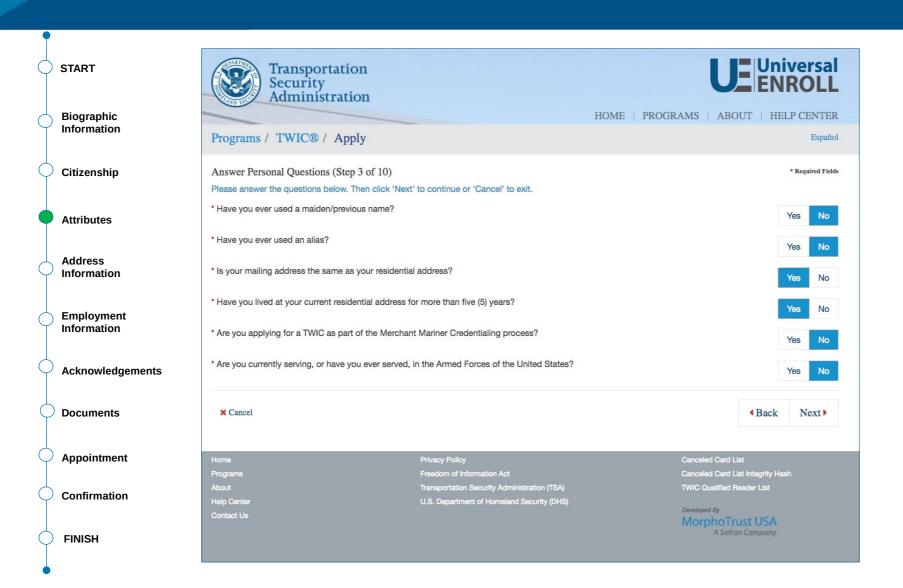
An agency may not conduct or sponsor, and a person is not required to respond to a collection of information unless it displays a valid OMB control number. The control number assigned to this collection is OMB 1652-0047, which expires 04/30/2021. Send comments regarding this burden estimate or collection to: TSA-11, Attention: PRA 1652-0047, 6595 Springfield Center Drive, Springfield, VA 20598.

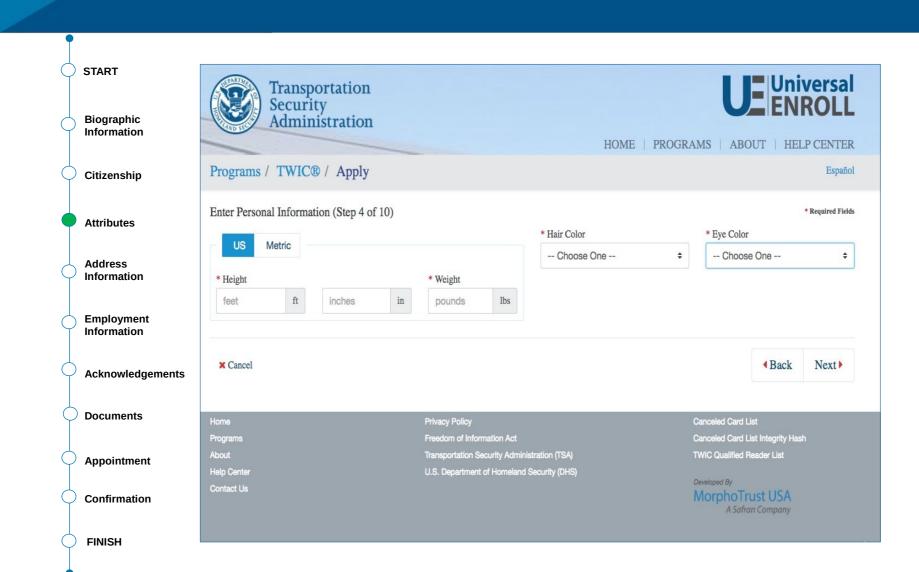
Part 1

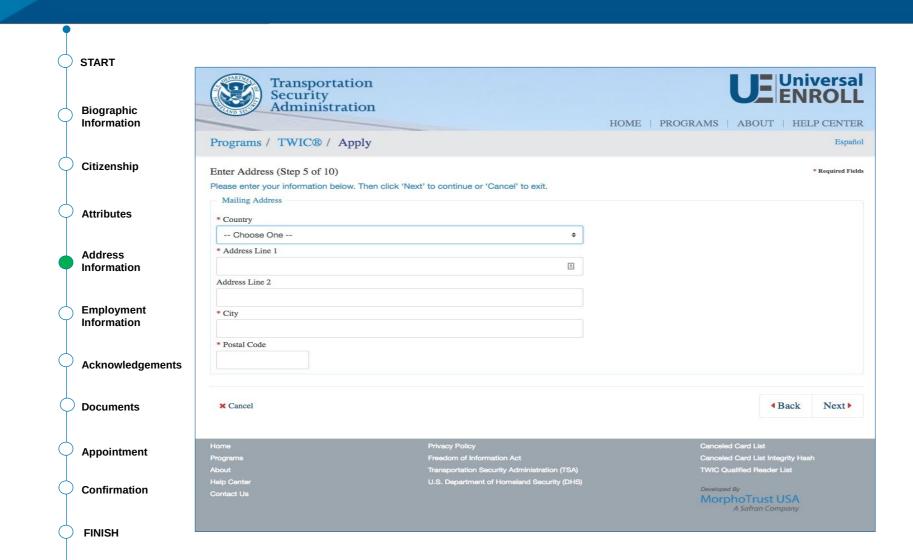
TWIC® Online Pre-Enrollment Workflow (Optional)

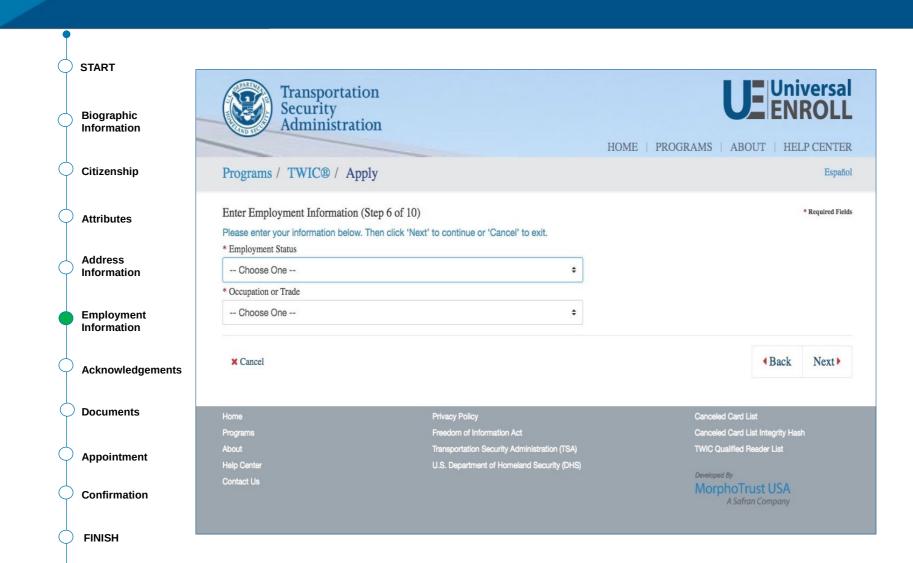


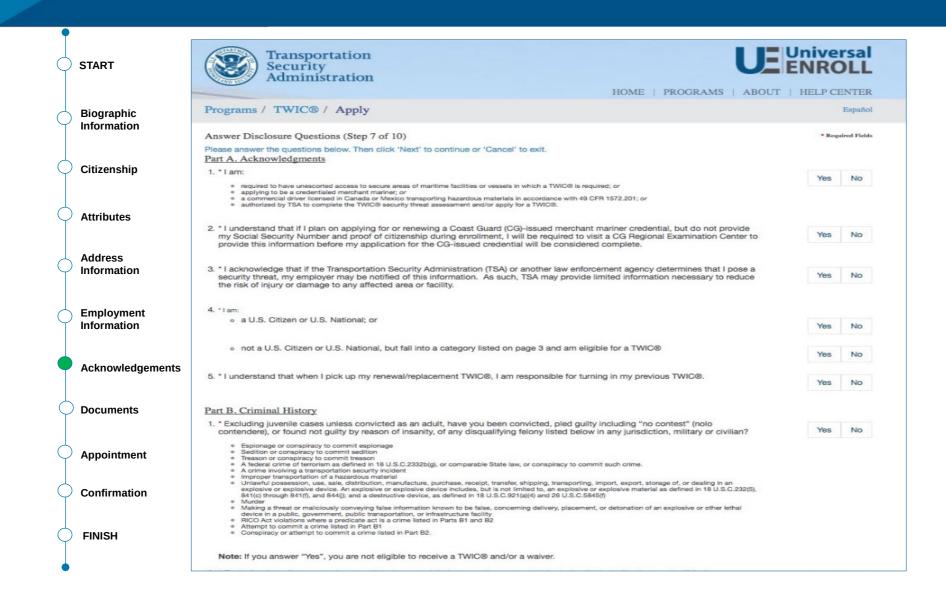


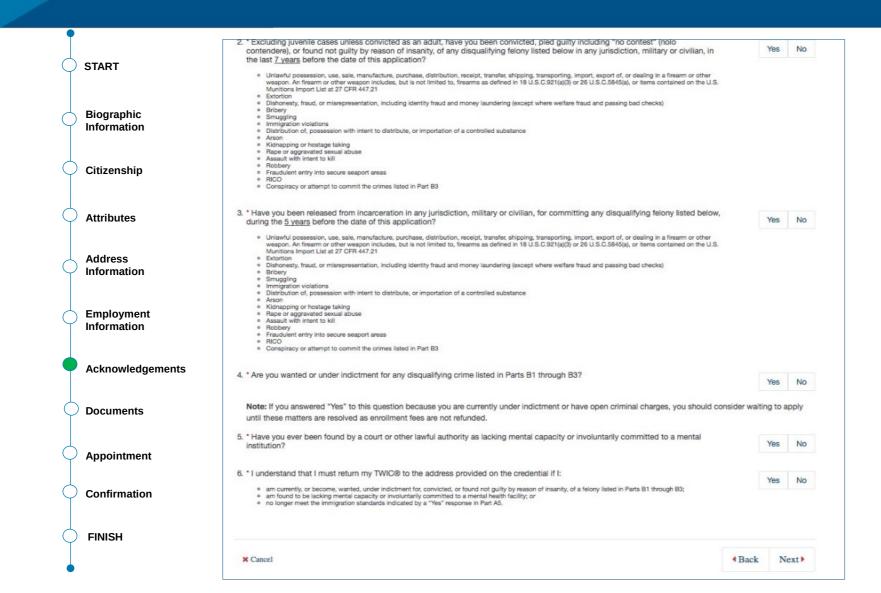


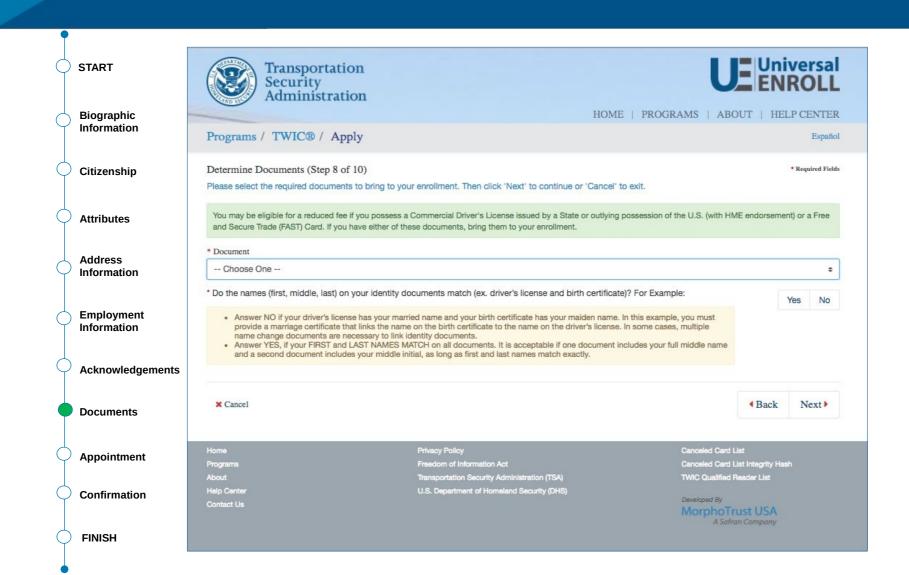


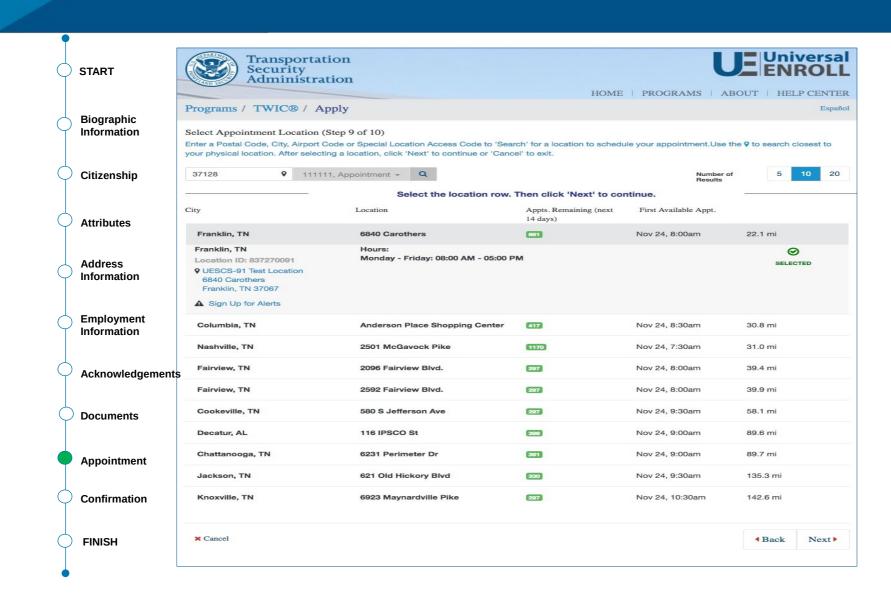


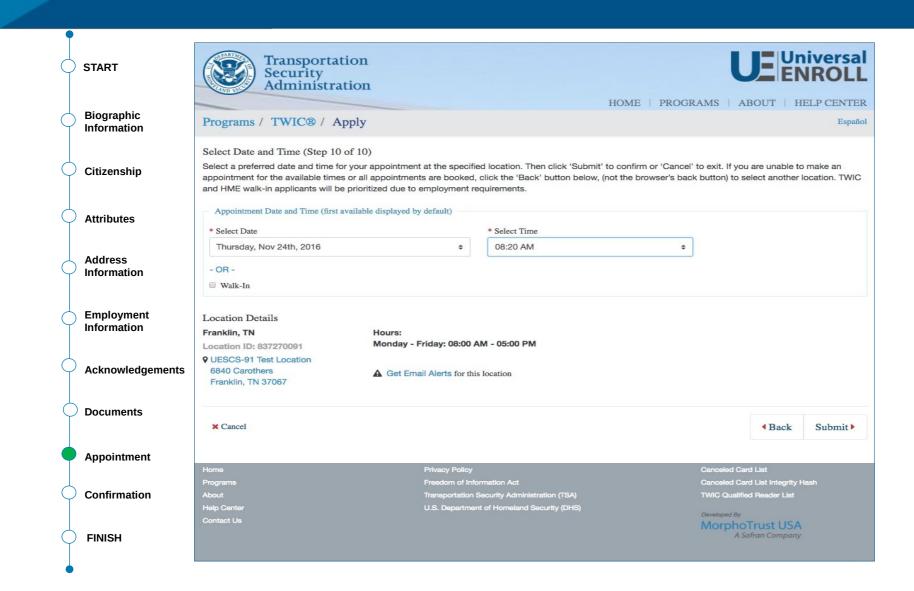


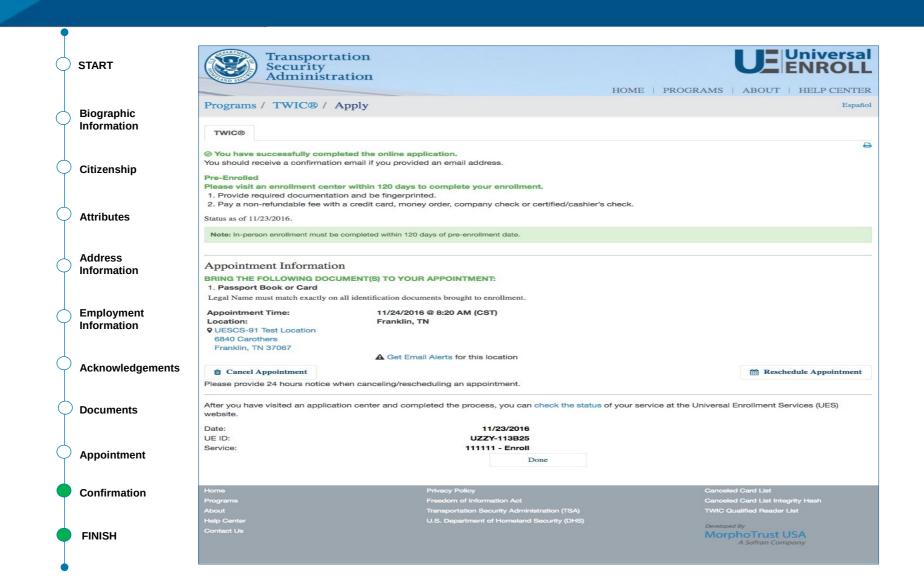






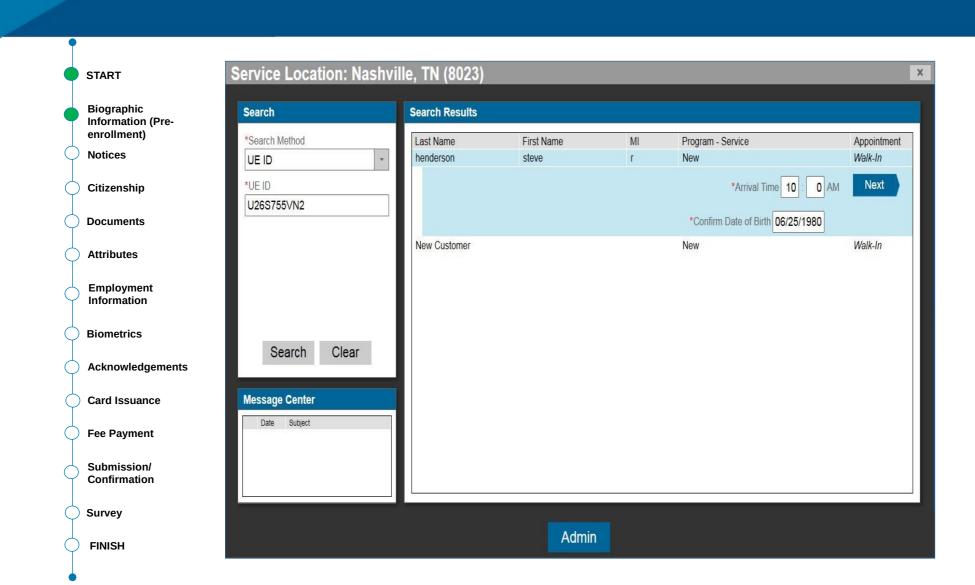


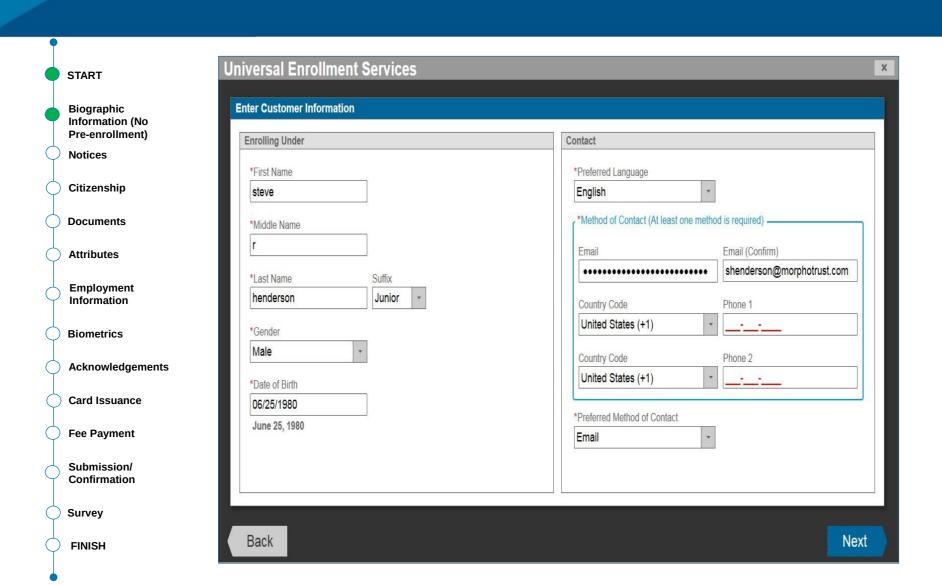


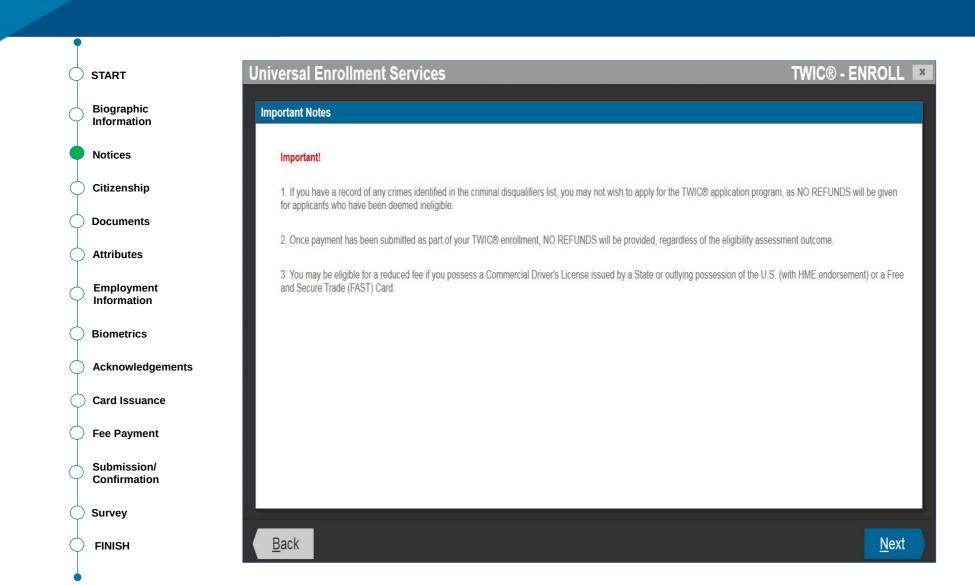


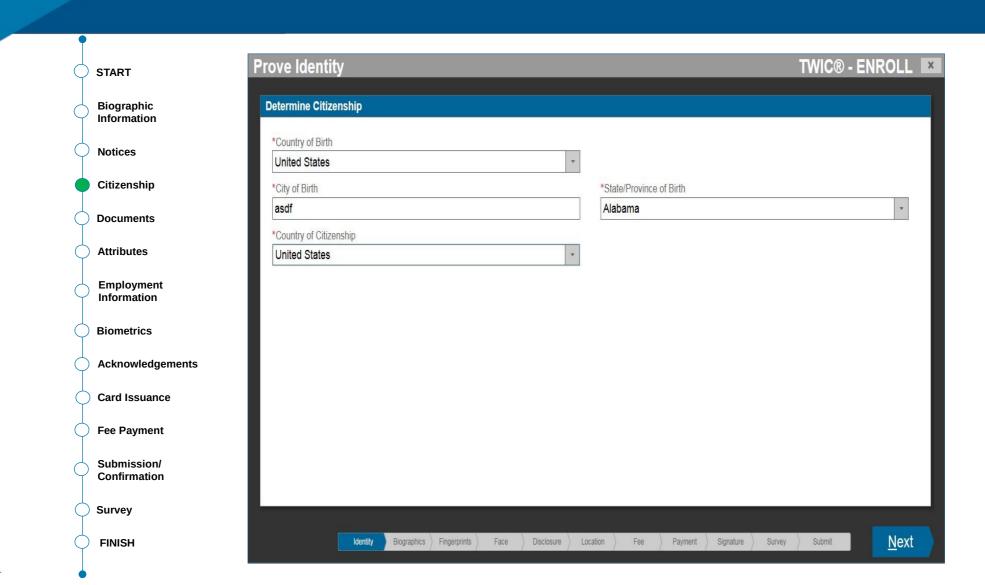
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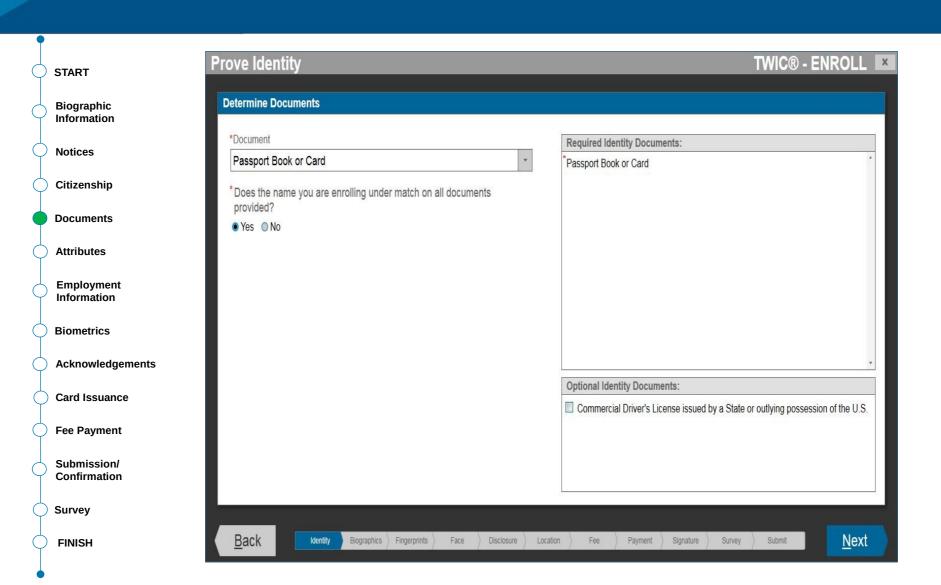
TWIC® In-Person Standard (New) Enrollment Workflow

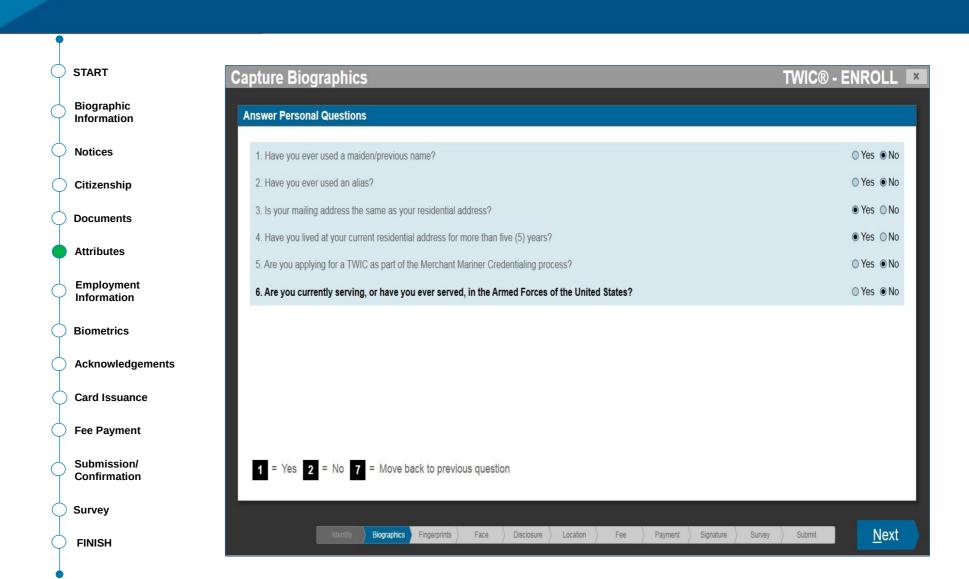


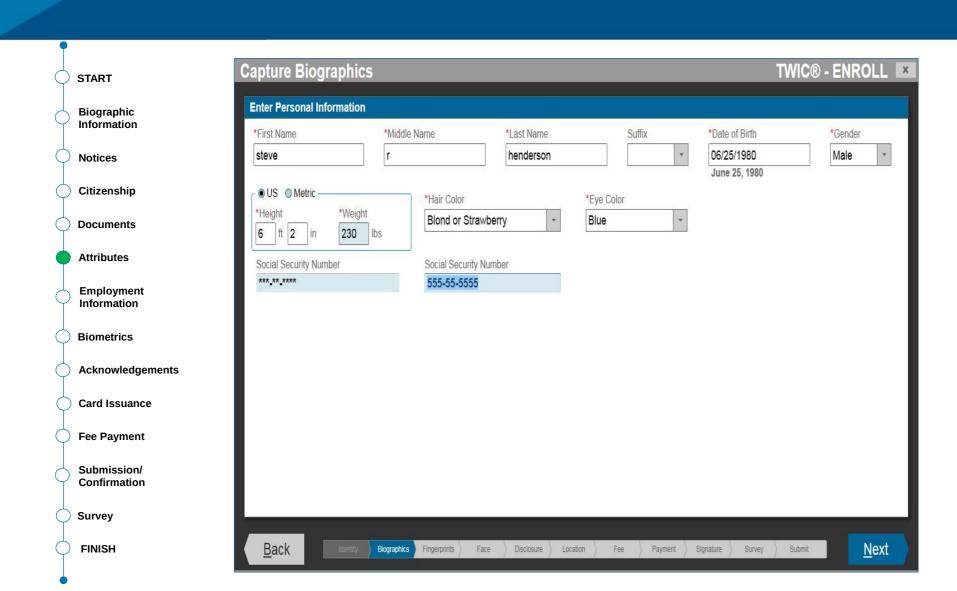


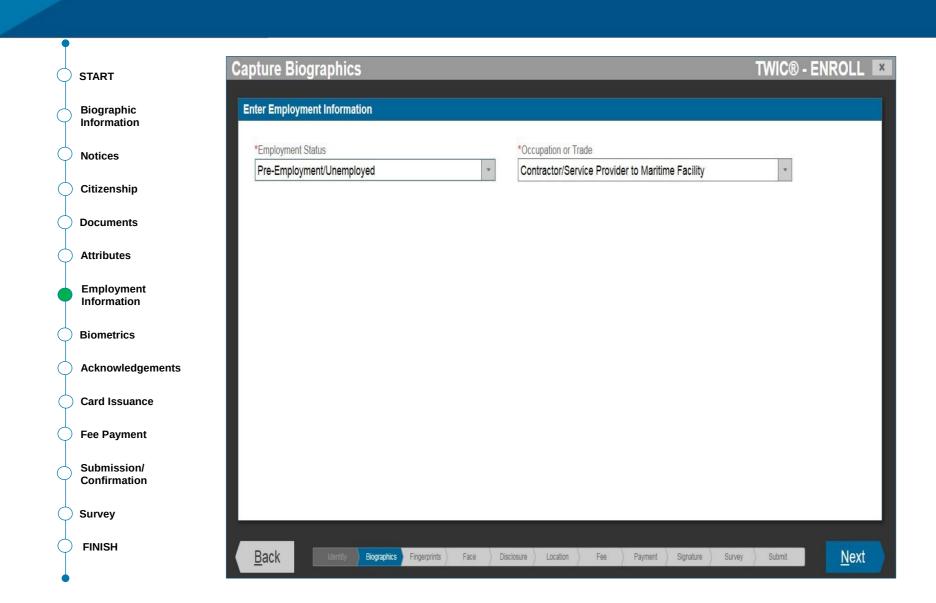


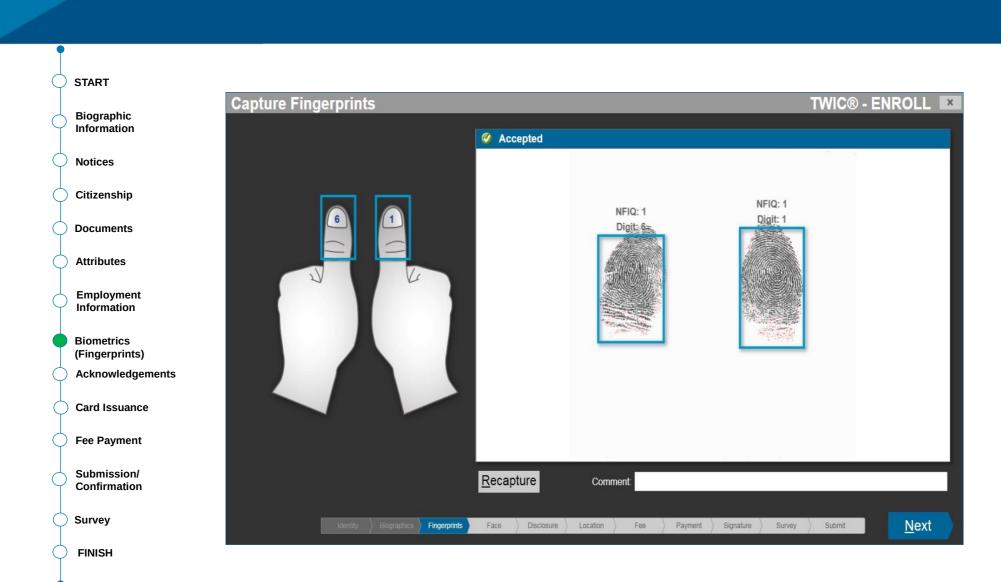


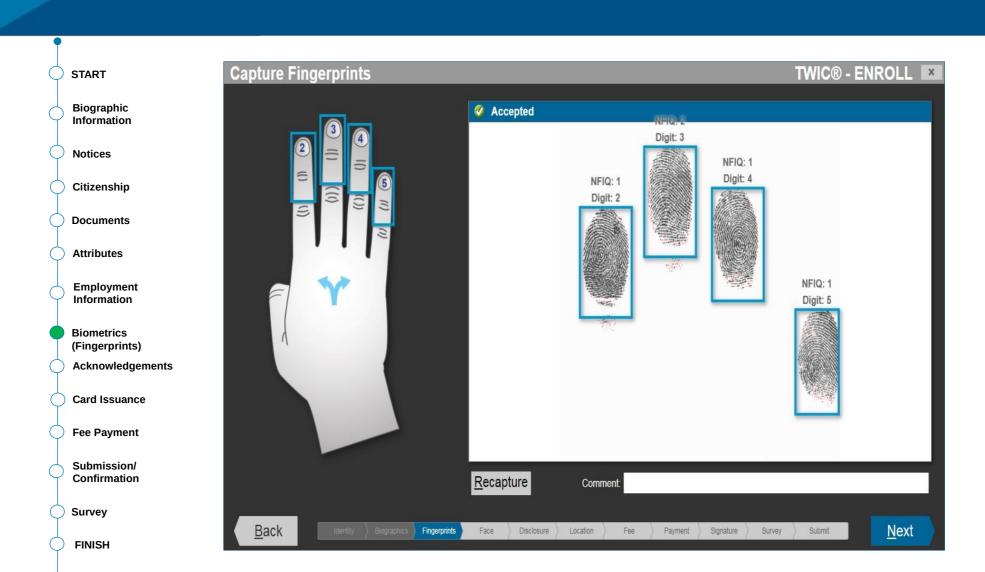




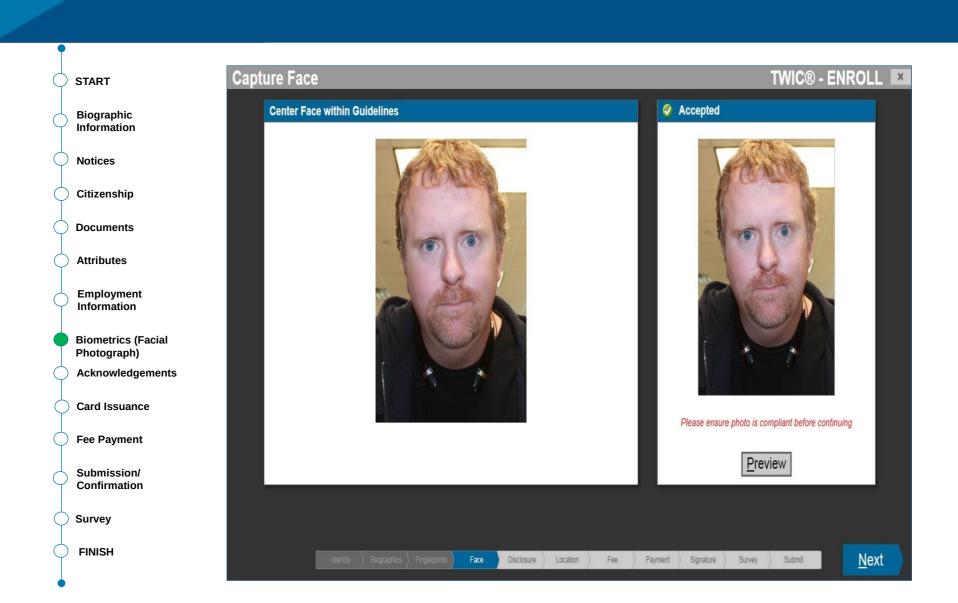


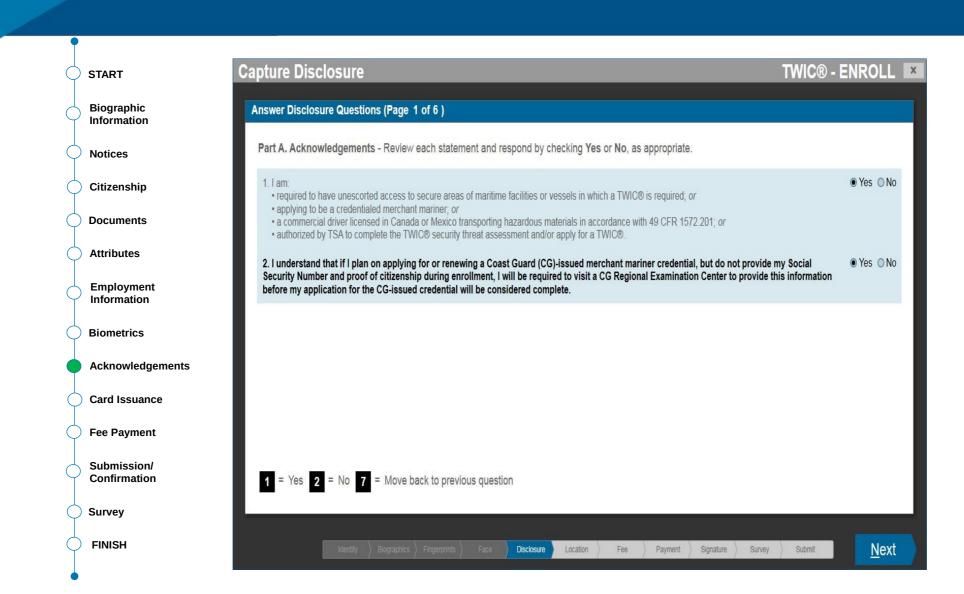


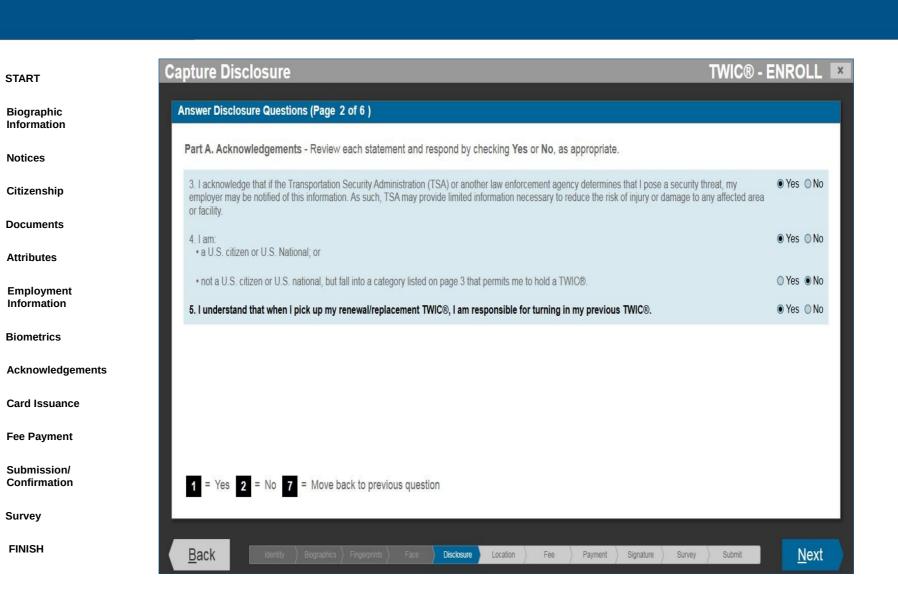


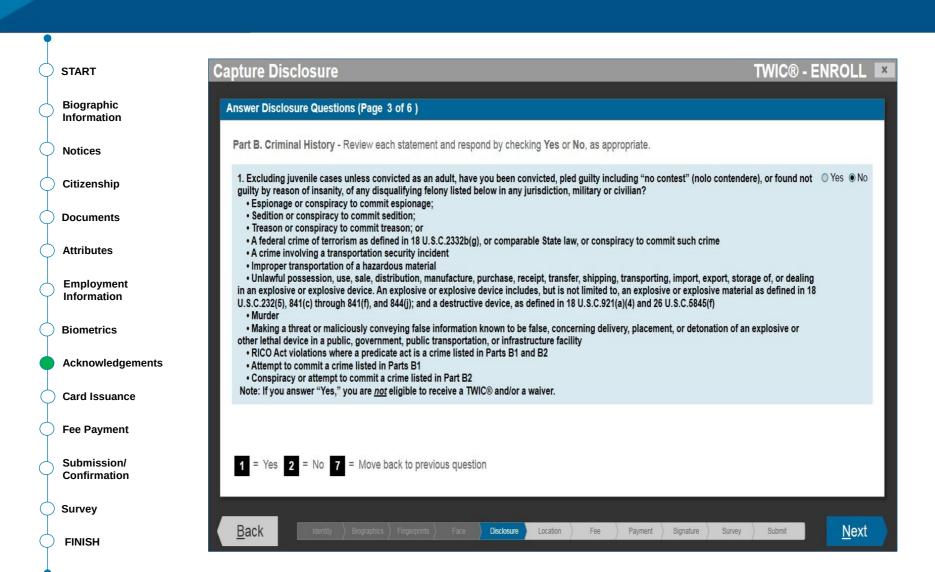


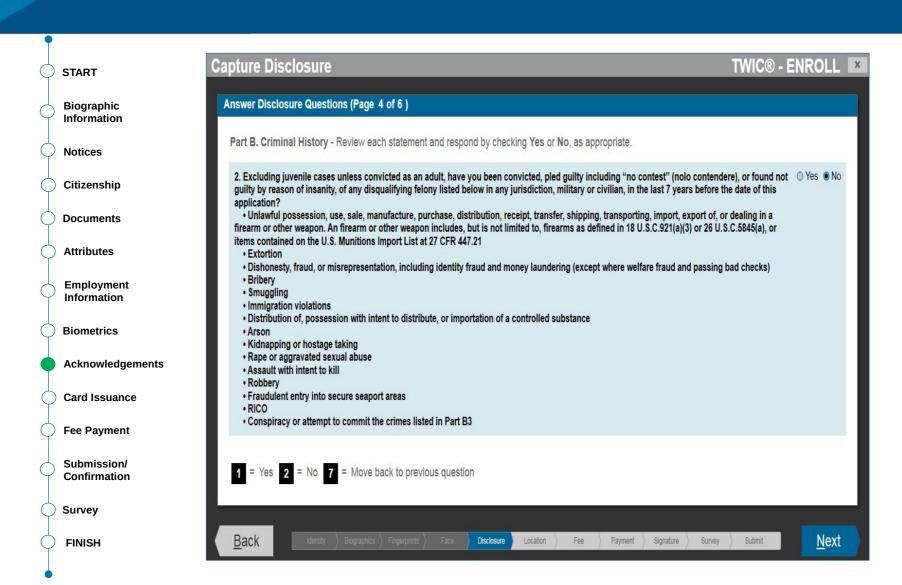


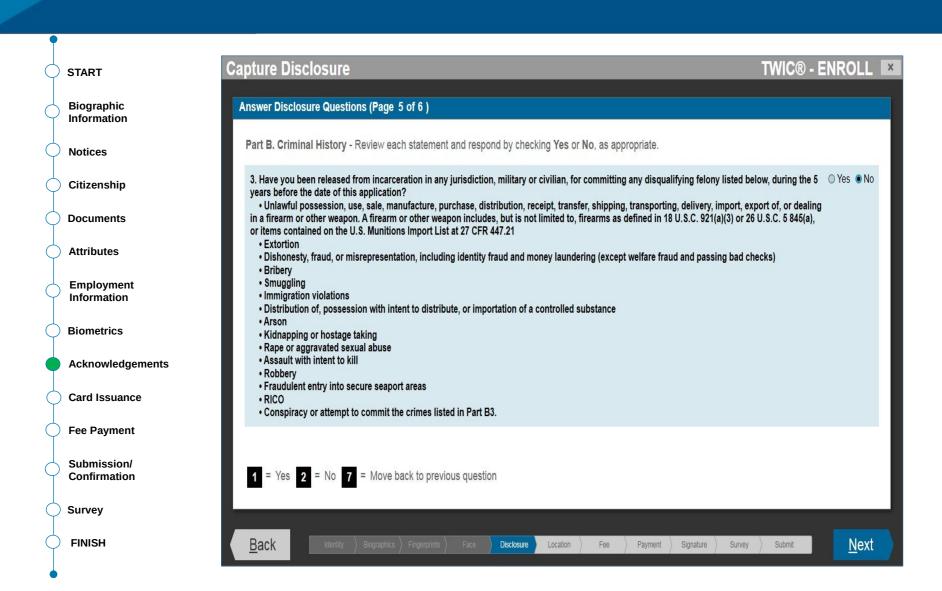


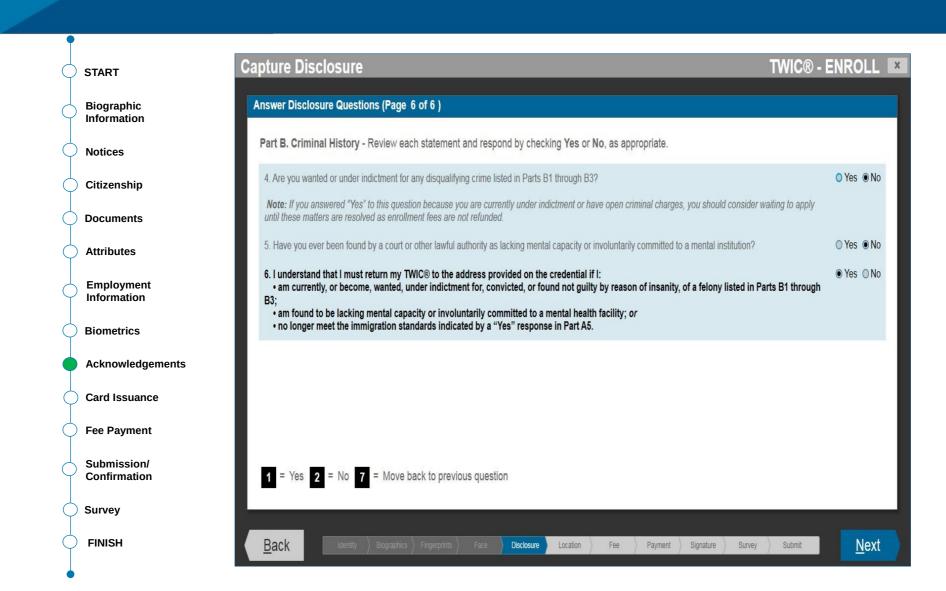


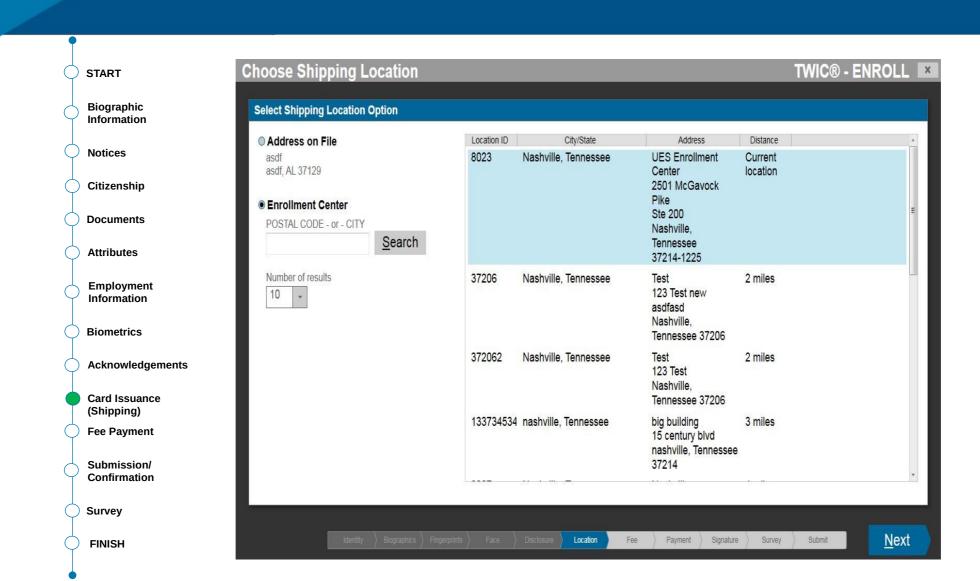


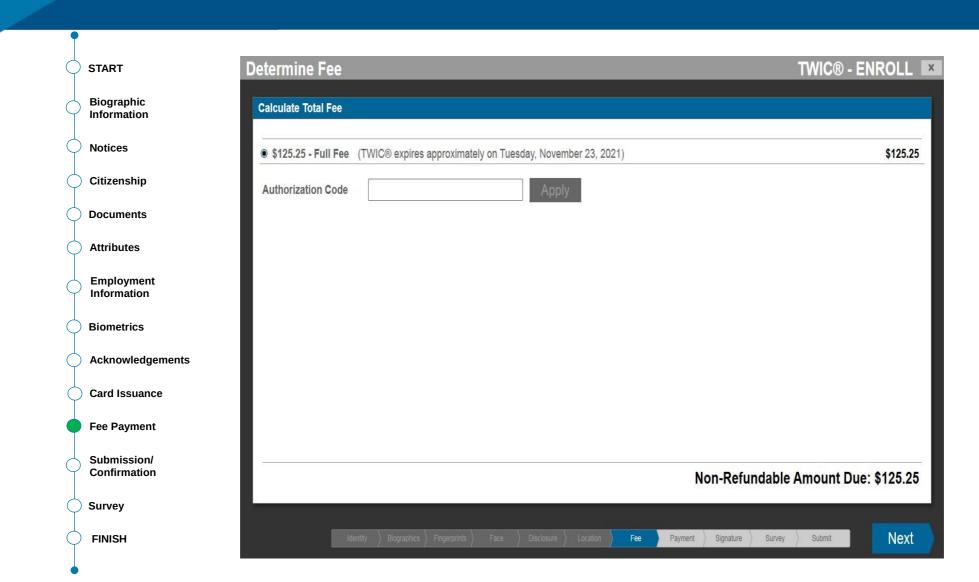


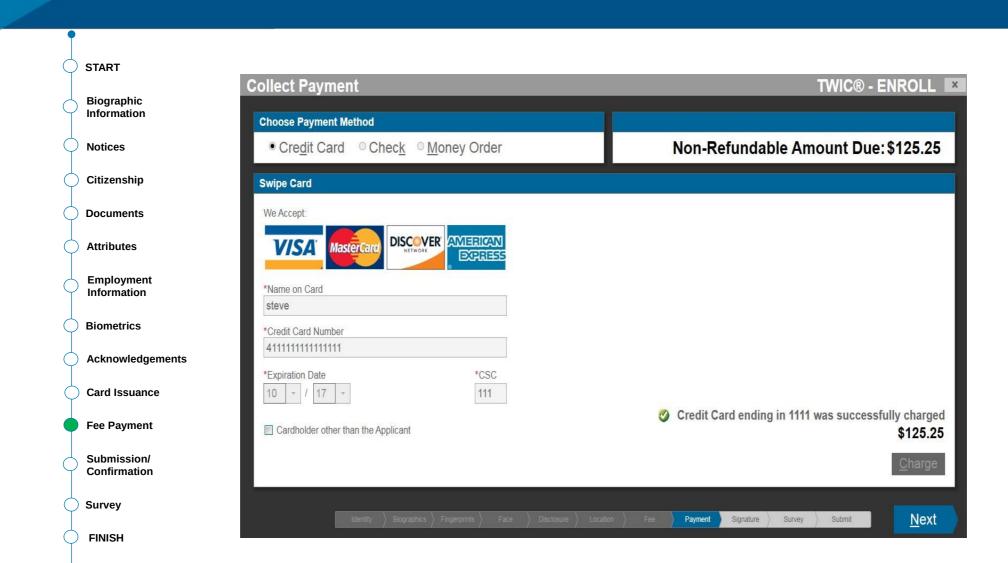


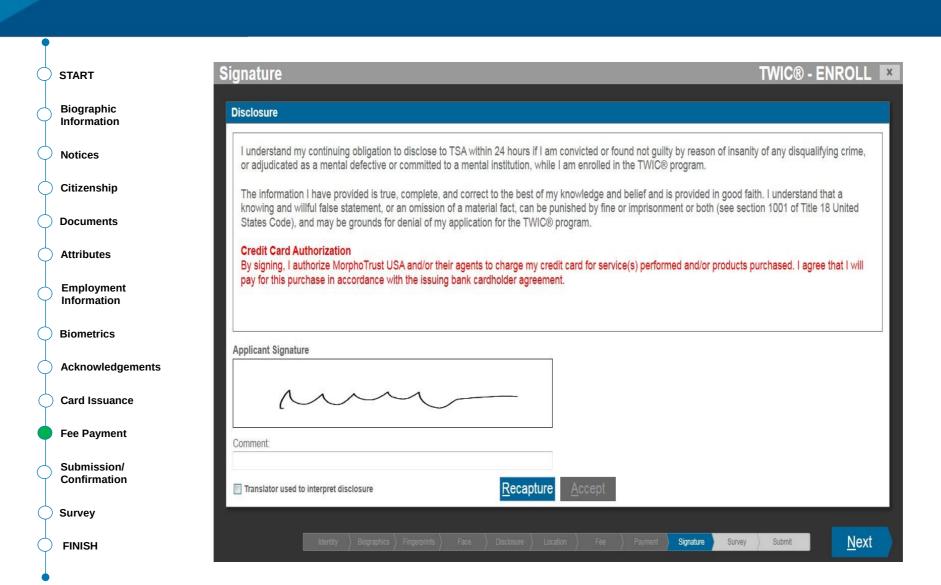


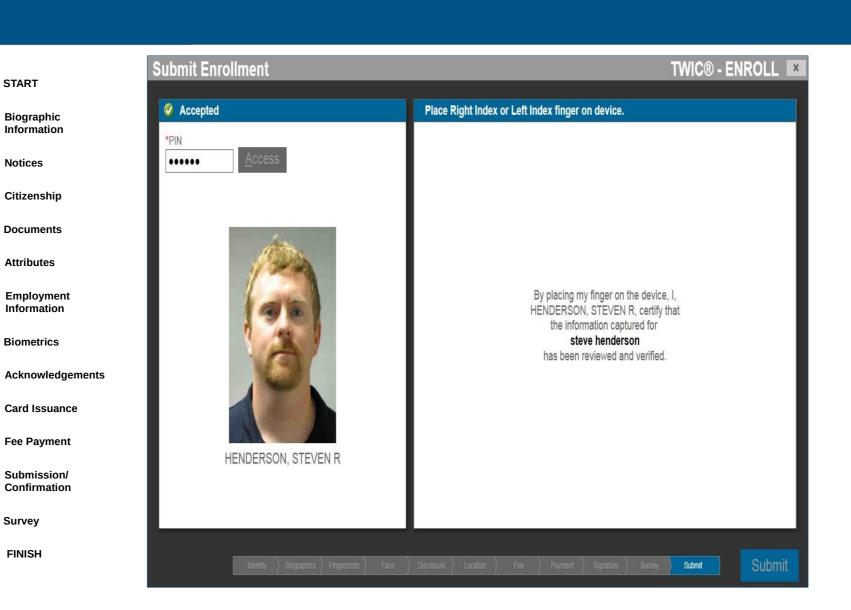












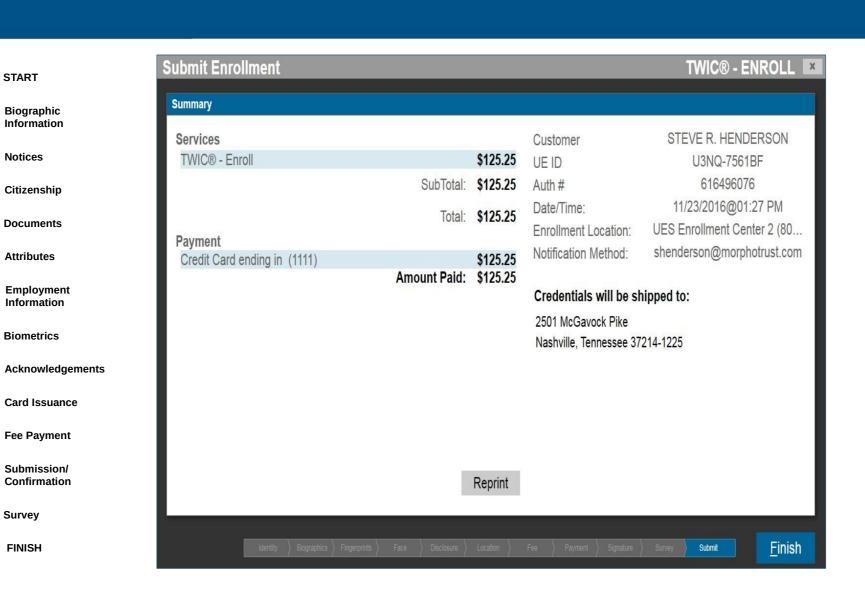
START

Notices

Attributes

Survey

FINISH

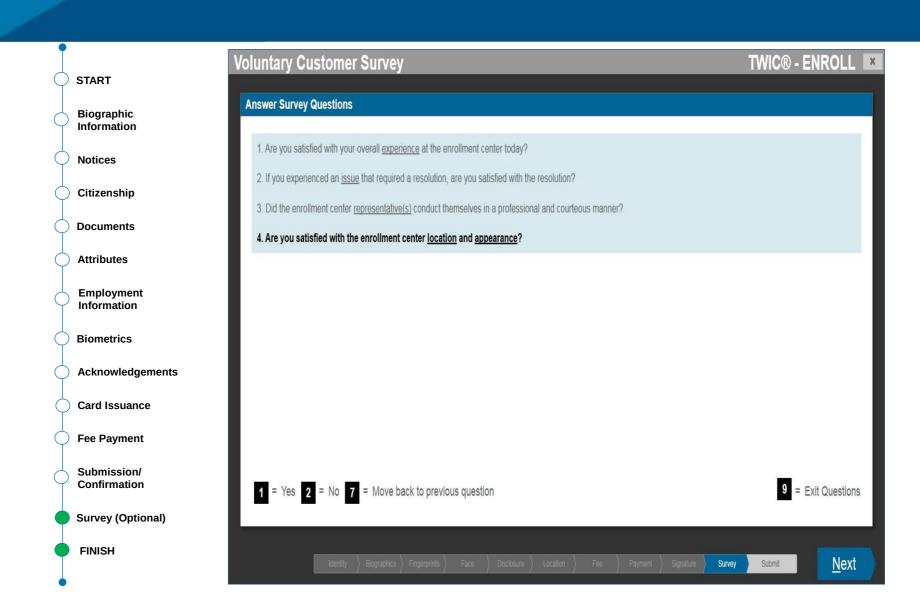


04/30/2021

START

Survey

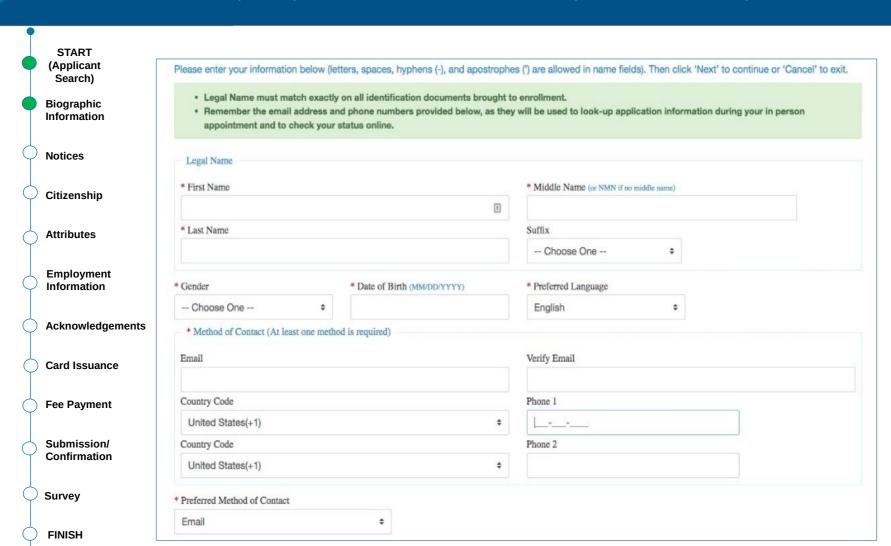
FINISH



Part 3

TWIC® Online Renewal Workflow (Proposed)

*Screenshots are examples only and actual online renewal screens may differ based on development considerations.



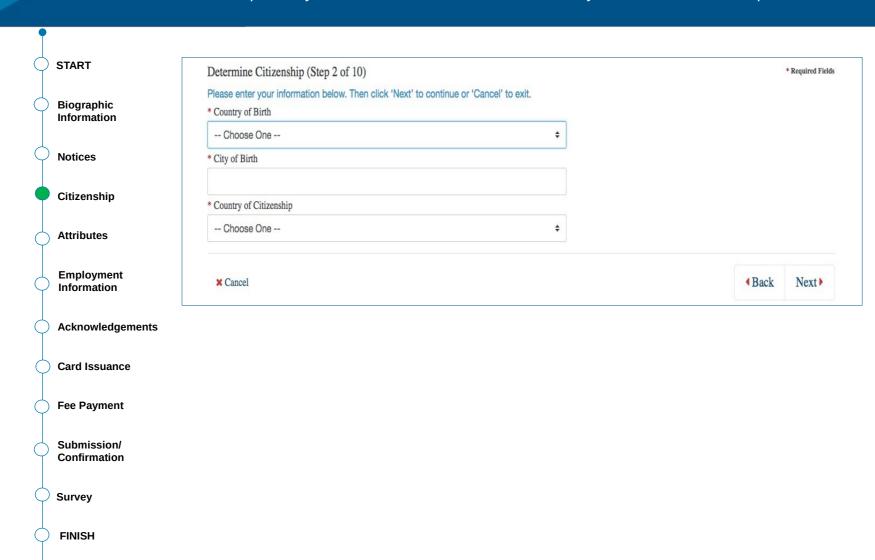
Applicants may be required to enter their current or expired TWIC® Credential Identification (CIN), printed on the back lower left-hand corner of the physical TWIC® card, to confirm the applicant's information.

*Screenshots are examples only and actual online renewal screens may differ based on development considerations.

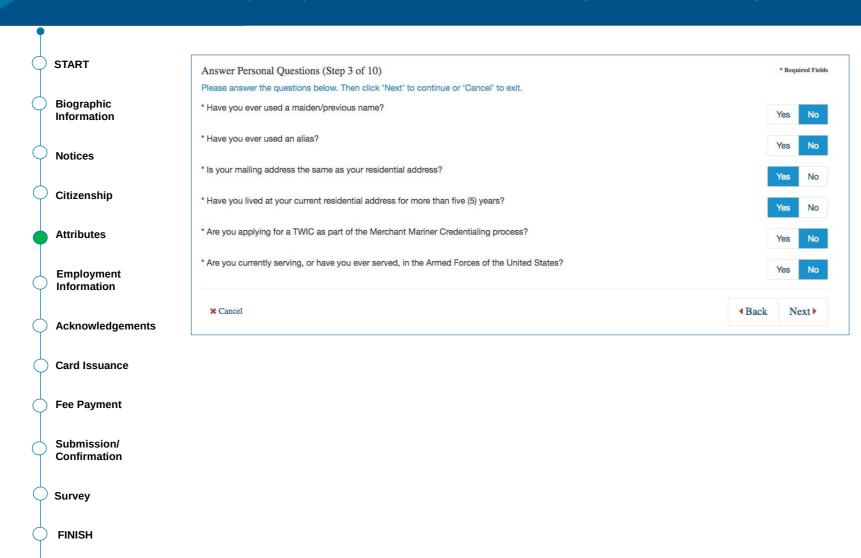
START	
Biographic Information	Important Notes
Notices	Important!
Citizenship	1. If you have a record of any crimes identified in the criminal disqualifiers list, you may not wish to apply for the TWIC® application program, as NO REFUNDS will be given for applicants who have been deemed ineligible.
Attributes	2. Once payment has been submitted as part of your TWIC® enrollment, NO REFUNDS will be provided, regardless of the eligibility assessment outcome.
Employment Information	3. You may be eligible for a reduced fee if you possess a Commercial Driver's License issued by a State or outlying possession of the U.S. (with HME endorsement) or a Fre and Secure Trade (FAST) Card.
Acknowledgements	
Card Issuance	
Fee Payment	
Submission/ Confirmation	
Survey	

FINISH

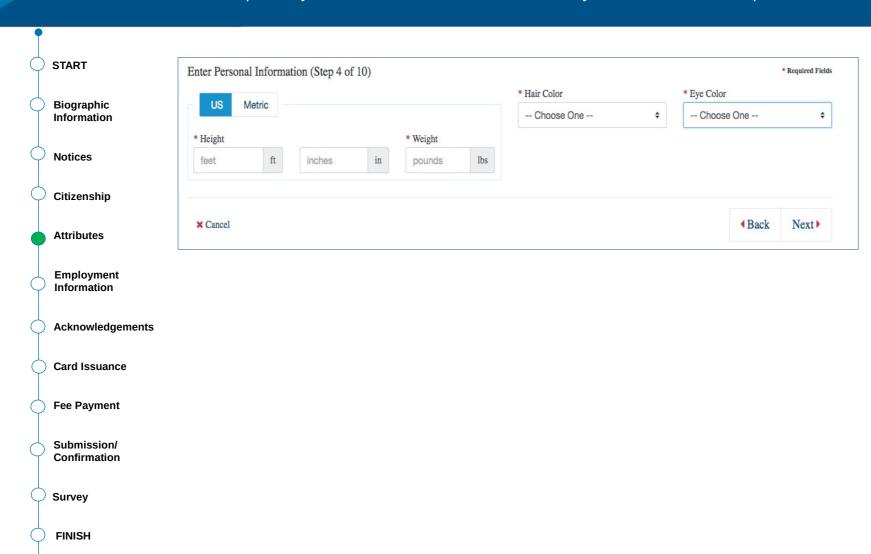
*Screenshots are examples only and actual online renewal screens may differ based on development considerations.



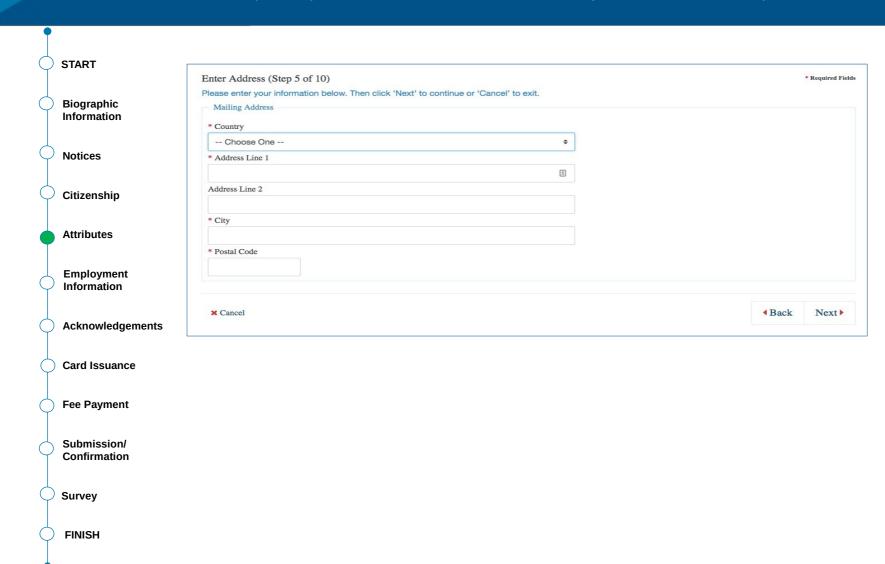
*Screenshots are examples only and actual online renewal screens may differ based on development considerations.



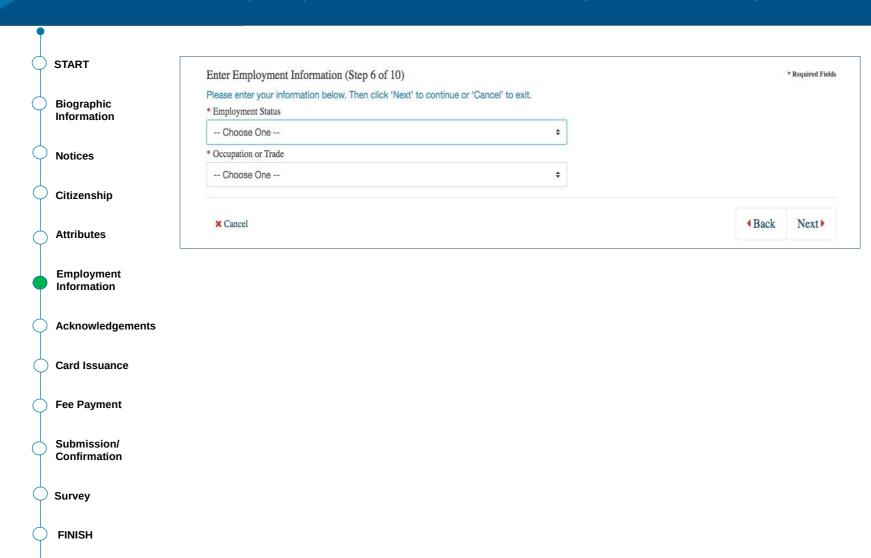
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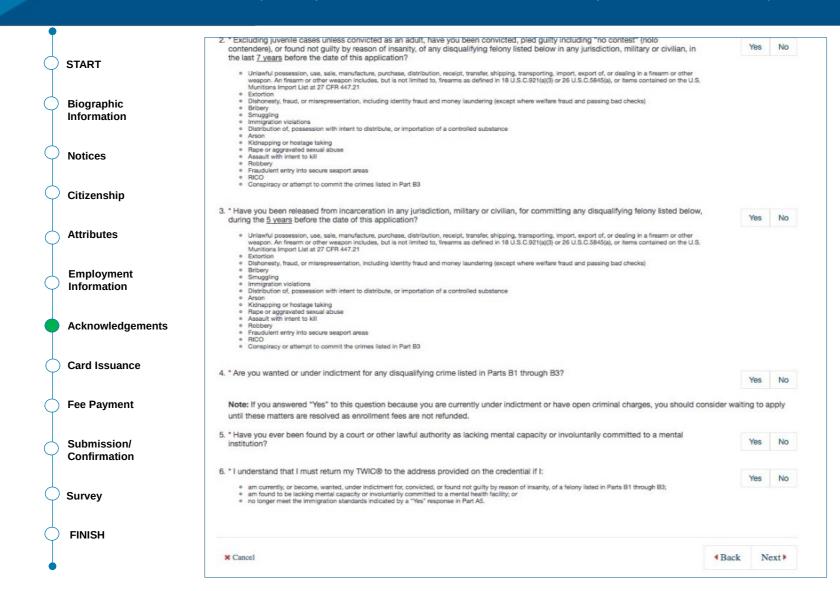
*Screenshots are examples only and actual online renewal screens may differ based on development considerations.



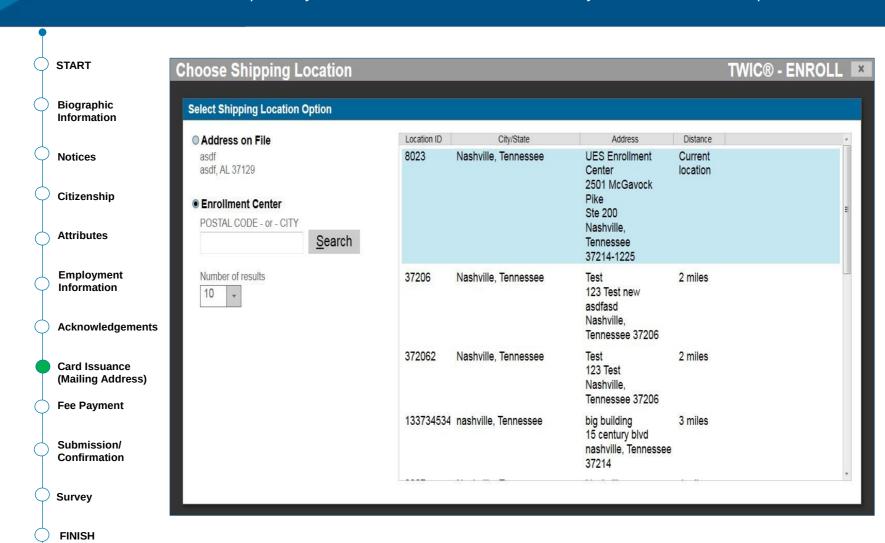
*Screenshots are examples only and actual online renewal screens may differ based on development considerations.



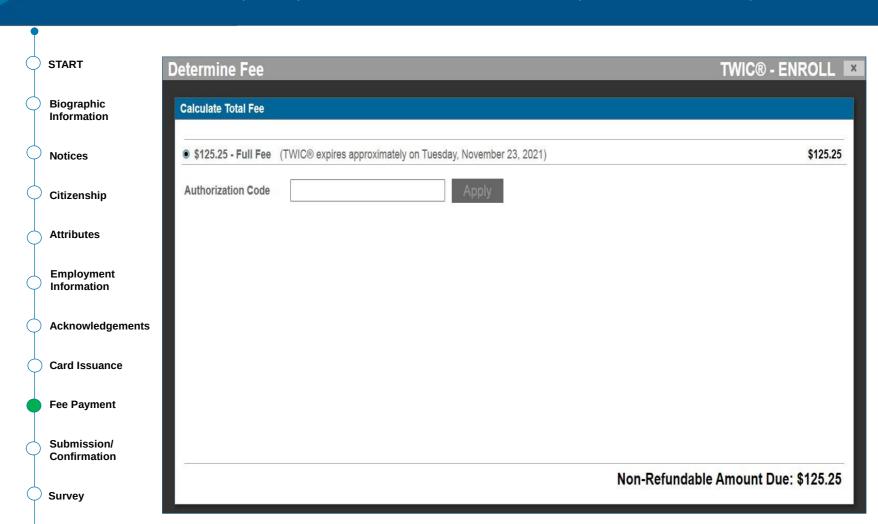
*Screenshots are examples only and actual online renewal screens may differ based on development considerations.



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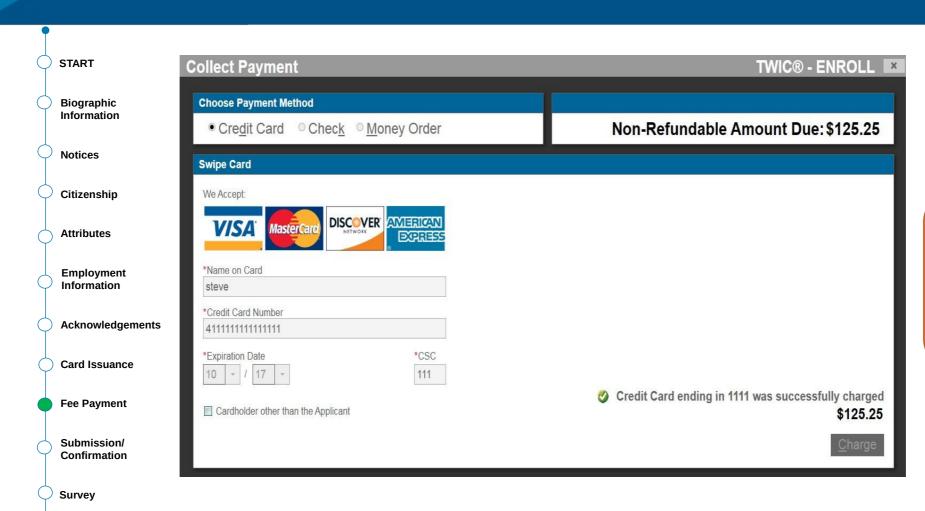


*Note: The TWIC®
online renewal fee may
be reduced to reflect
the enrollment segment
costs of online
transaction. (The
example depicts the
TWIC® standard
enrollment fee.)

Applicants may enter an Authorization Code for payment if obtained from TSA or another Federal agency.

FINISH

*Screenshots are examples only and actual online renewal screens may differ based on development considerations.

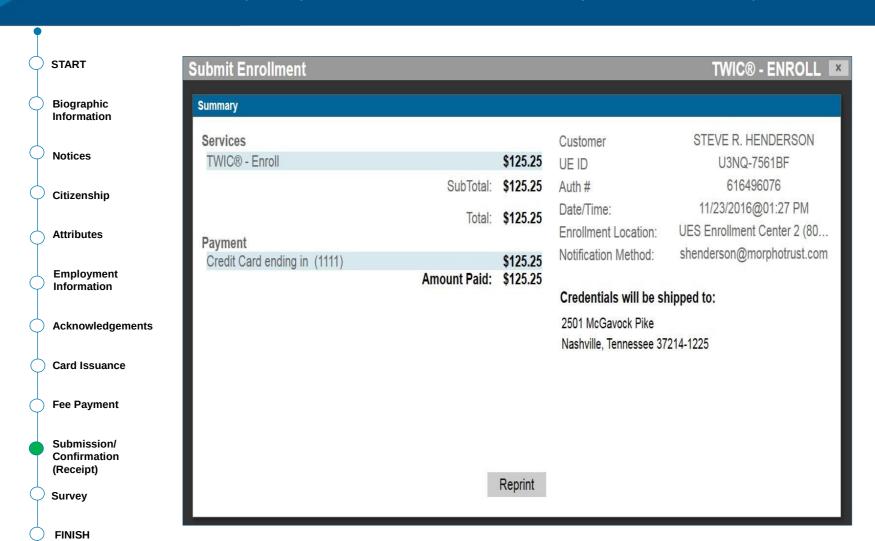


*Note: The TWIC® online renewal fee may be reduced to reflect the enrollment segment costs of online transaction. (The example depicts the TWIC® standard enrollment fee.)

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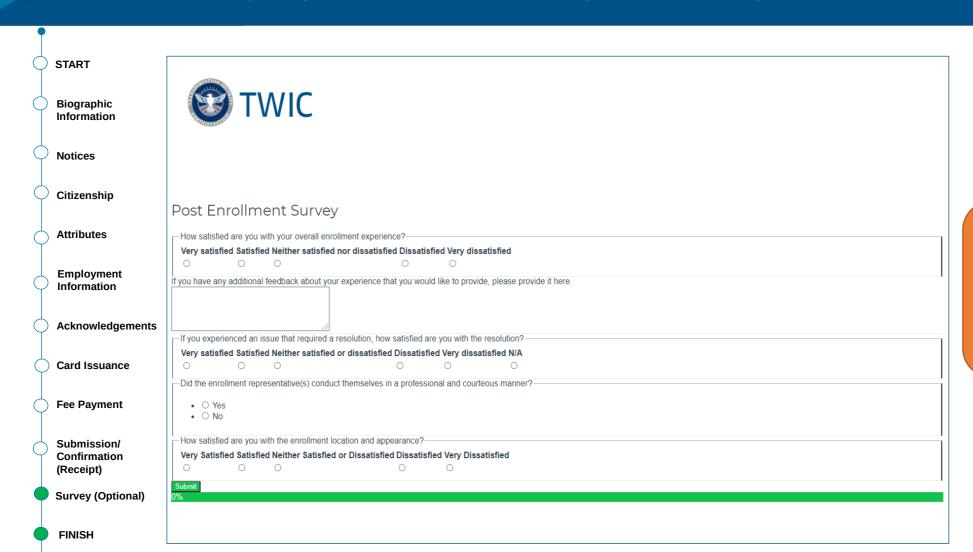
FINISH

*Screenshots are examples only and actual online renewal screens may differ based on development considerations.



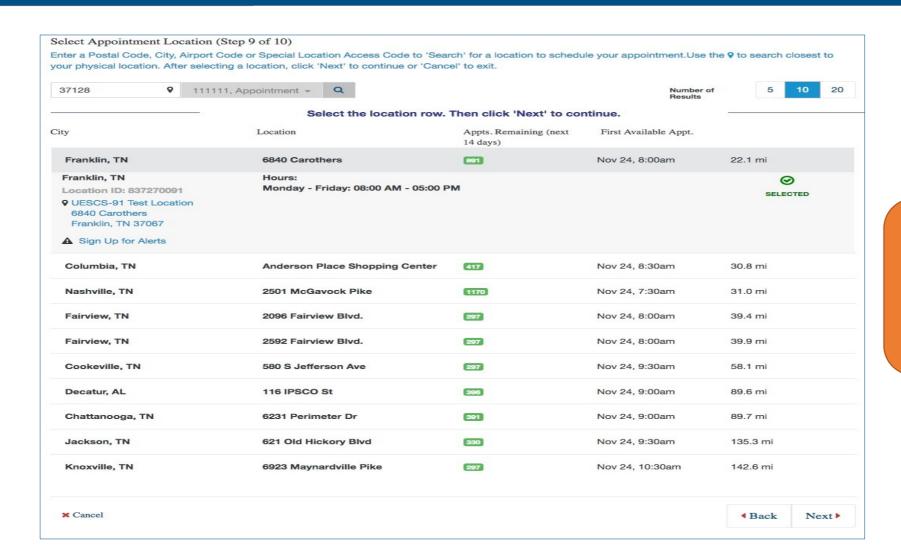
*Note: The TWIC®
online renewal fee
may be reduced to
reflect the enrollment
segment costs of
online transaction.
(The example depicts
the TWIC® standard
enrollment fee.)

*Screenshots are examples only and actual online renewal screens may differ based on development considerations.



*Note: Survey questions for online renewal applicants may be updated to eliminate questions on enrollment representatives and locations.

*Screenshots are examples only and actual online renewal screens may differ based on development considerations.



If during the online renewal process TSA determines that the applicant is required to visit an enrollment center in-person to provide updated biographic or biometric information, the applicant will have the opportunity to schedule an appointment.

Part 4

TWIC® Post-Enrollment Survey

TWIC® Post-Enrollment Survey

All applicants receive the option to complete a post-enrollment survey. Currently, this survey is offered during the in-person standard enrollment workflow at the enrollment workstation.

TSA plans to transition the optional survey to a web-based survey that will be sent to TWIC® applicants via e-mail or hyperlink following submission of their enrollment. Applicants will have the ability to complete the optional survey after departing the enrollment site.

