Hazardous Materials Endorsement (HME)

Information Collection/Paperwork Reduction Act Enrollment Workflow

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Introduction

HME Workflow Trees

Workflows: Pre-Enrollment, Standard Enrollment & Renewal

Pre-Enrollment (Optional)

- Select State
- 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.

Standard Enrollment

- Program/Location
- Biographic Information
- Notices
- Citizenship
- Documents
- Attributes
- Employment Information
- Biometrics
- Acknowledgements
- Fee Payment
- Survey
- Submission/ Confirmation

All Items except Biometrics, Fee Payment, and the Post Enrollment Survey may be done during pre-enrollment.

Online Renewal

- Biographic Information
- Notices
- Citizenship
- Attributes
- Employment Information
- Acknowledgements
- Fee Payment
- Survey
- Submission/ Confirmation

Eligible applicants may renew online unless they have had a change in biographic information or have been informed they must submit additional biometrics or documentation.

Agent v. Non-Agent

Agent States:

TSA and its enrollment provider (i.e., Agent) collect biometric (i.e., fingerprints) and biographic information from applicants in 43 States, including the District of Columbia, ("Agent States").

TSA's provider submits the biometrics to the Federal Bureau of Investigation (FBI) for a fingerprint-based criminal history records check (CHRC). The provider channels or sends the results of the CHRC to TSA for vetting purposes.

TSA uses the applicant's information and FBI criminal history records information (CHRI) to vet and adjudicate the individual's HME application in accordance with 49 CFR 1572 Subpart B, Standards for Security Threat Assessments.

The TSA Agent State enrollment process is outlined in the *Pre-Enrollment (optional)*, *Standard Enrollment*, and *Online Renewal* workflows depicted on slide #4.

Non-Agent States:

Eight (8) Non-Agent States, not including outlying U.S. possessions, do not send applicant fingerprints to TSA.

49 CFR part 1572.15(b)(2), *Procedures for HME security threat assessment*, permits States to collect the fingerprints and biographic information from applicants directly, transmit fingerprints to the FBI, and provide this information, as well as the resulting FBI CHRI information, to TSA electronically for purposes of conducting the security threat assessment.

While each Non-Agent State's enrollment process may vary, these States must generally adhere to the TSA Agent's *Standard Enrollment* process depicted on the previous slide #4 to collect and transit the required applicant data specified in 49 CFR 1572.9.

Note: TSA Non-Agent State applicants are not eligible for the *Pre-Enrollment* and *Online Renewal* options that are provided by TSA via its enrollment provider, at this time.

Introduction

HME 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. 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, HME Threat Assessment 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

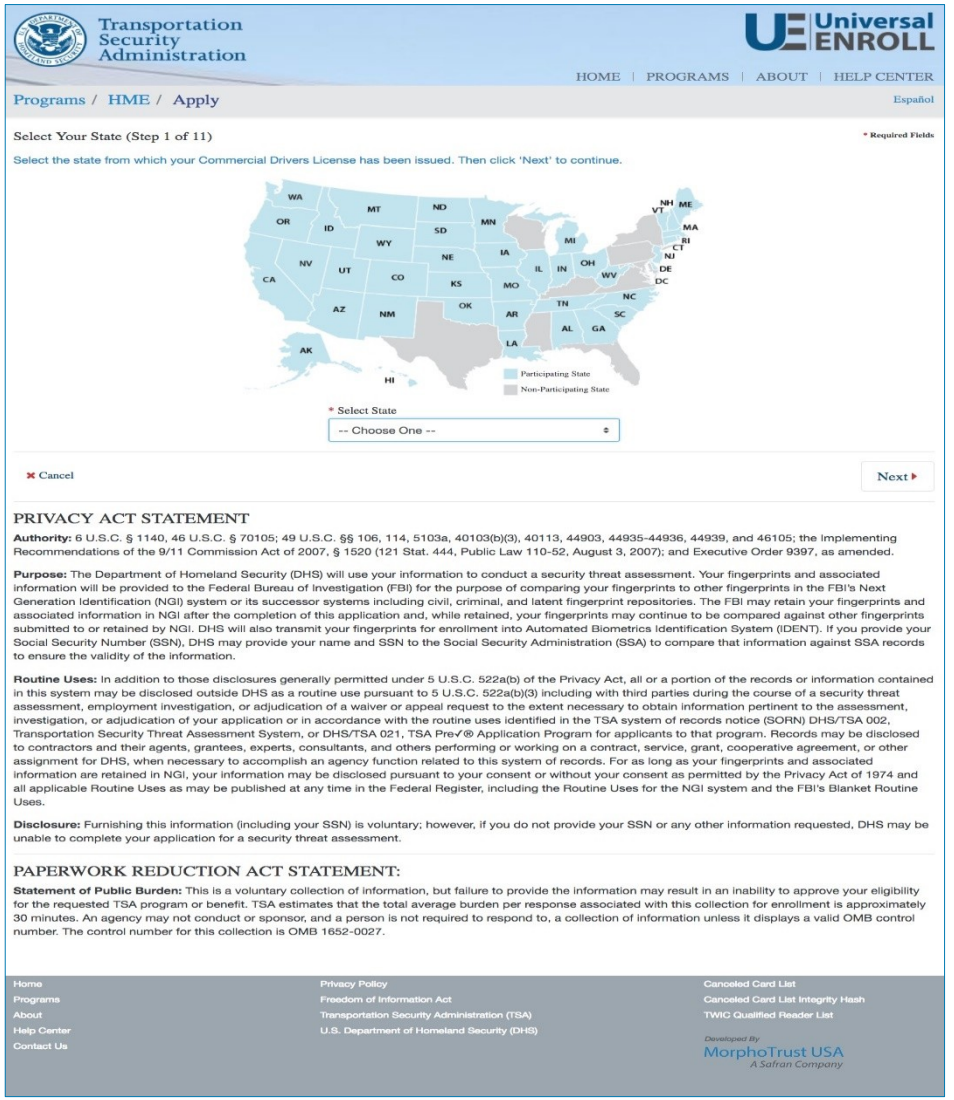
Statement of Public Burden: This is a voluntary collection of information, but failure to provide the information may result in an inability to approve your eligibility for the requested TSA program or benefit. TSA estimates that the total average burden per response associated with these information collections is approximately 30 minutes for online renewals; 2 hours for enrollment; 7.5 minutes for online survey; and 6 hours for appeals and waiver. 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 for this collection is OMB 1652-0027, which expires 04/30/2022. Send comments regarding this burden estimate or collection to: TSA-11, Attention: PRA 1652-0027 Security Threat Assessment for Individuals Applying for a Hazardous Materials Endorsement for a Commercial Driver's License, 6565 Springfield Center Drive, Springfield, VA 20598-6011.

Part 1

HME Online Pre-Enrollment Workflow (Optional)

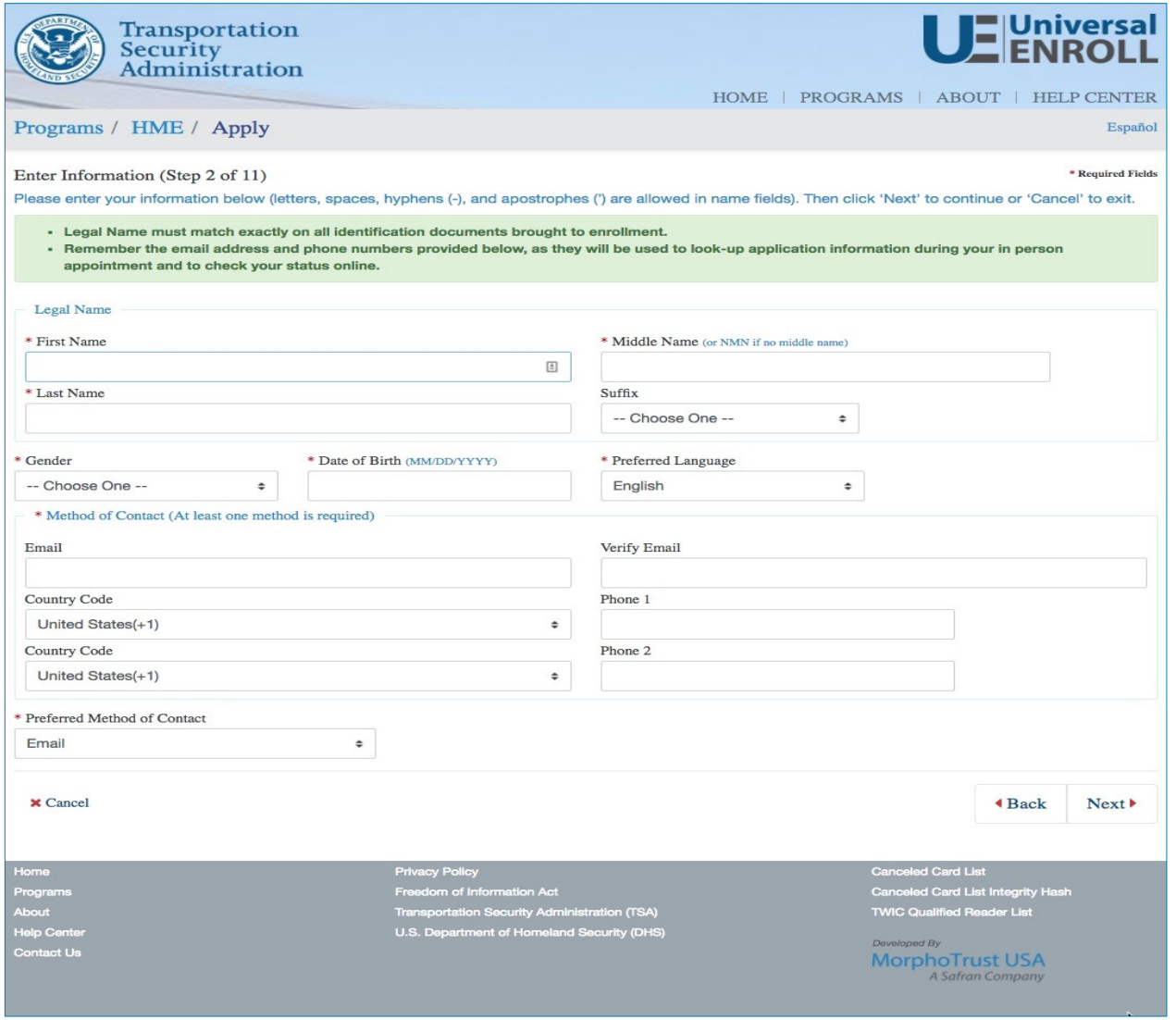
HME Pre-Enrollment

- START
- Select State
- Biographic Information
- Citizenship
- Attributes
- Address Information
- Employment Information
- Acknowledgements
- Documents
- Appointment
- Confirmation
- FINISH



HME Pre-Enrollment

- START
- Select State
- **Biographic Information**
- Citizenship
- Attributes
- Address Information
- Employment Information
- Acknowledgements
- Documents
- Appointment
- Confirmation
- FINISH



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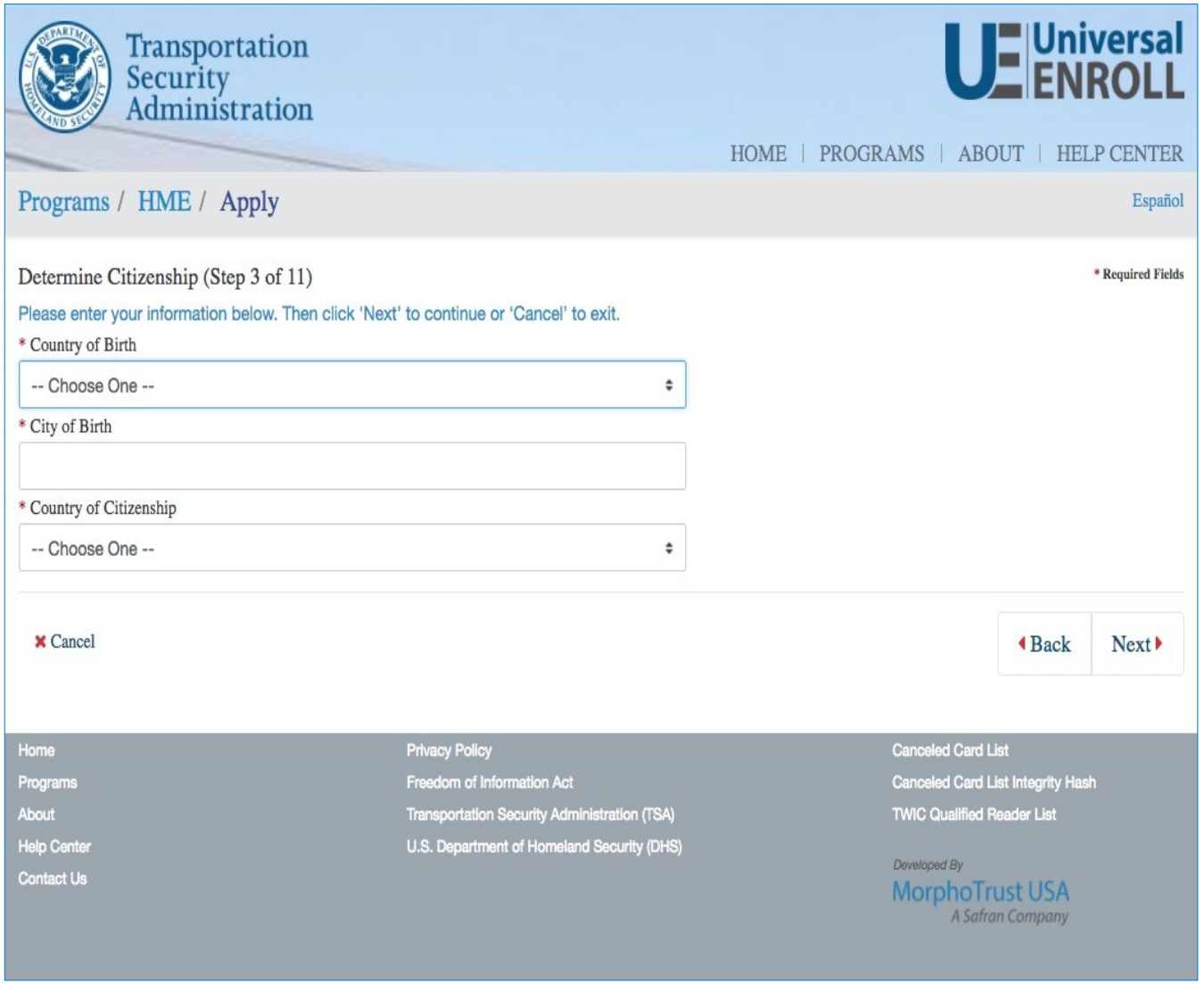

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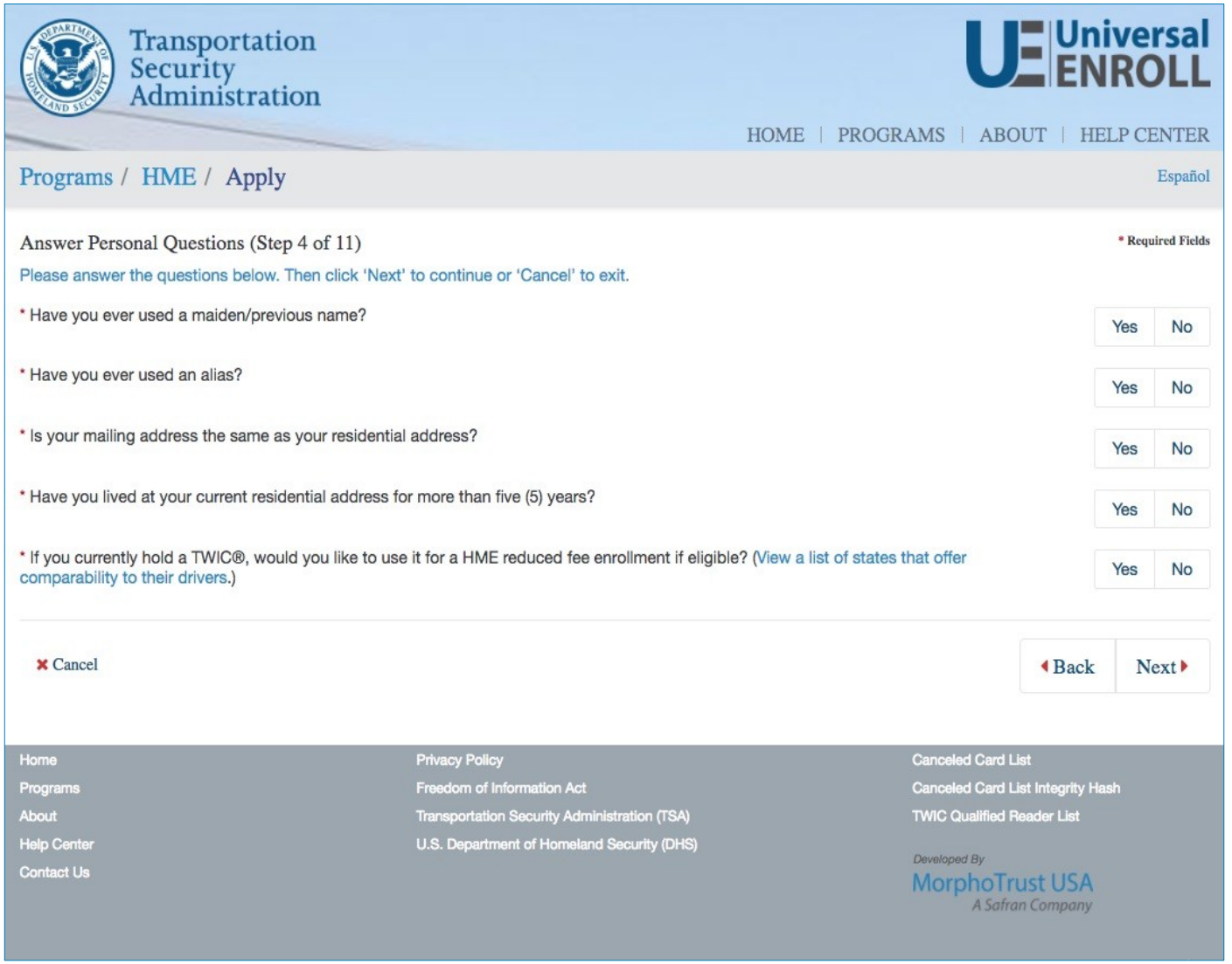

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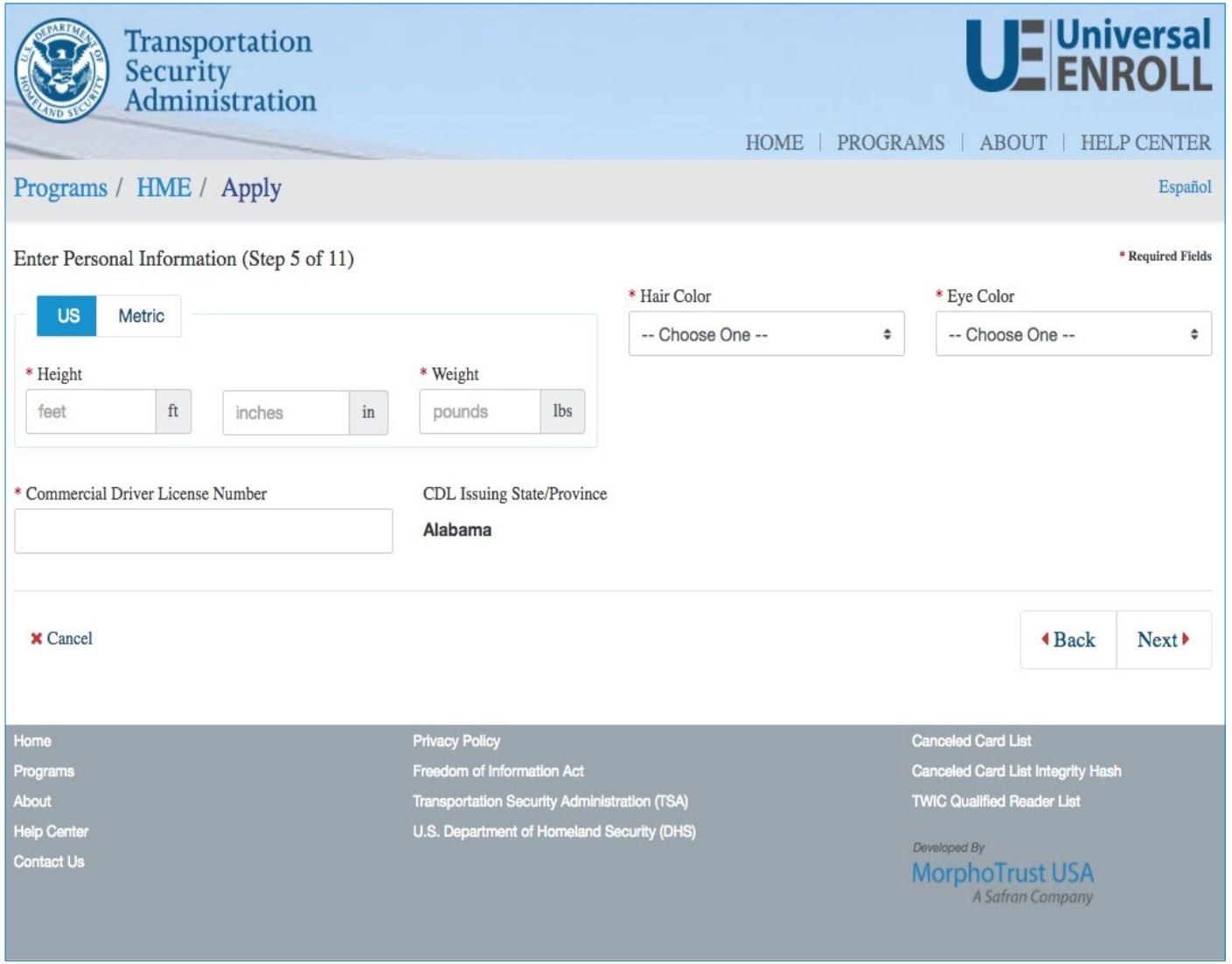

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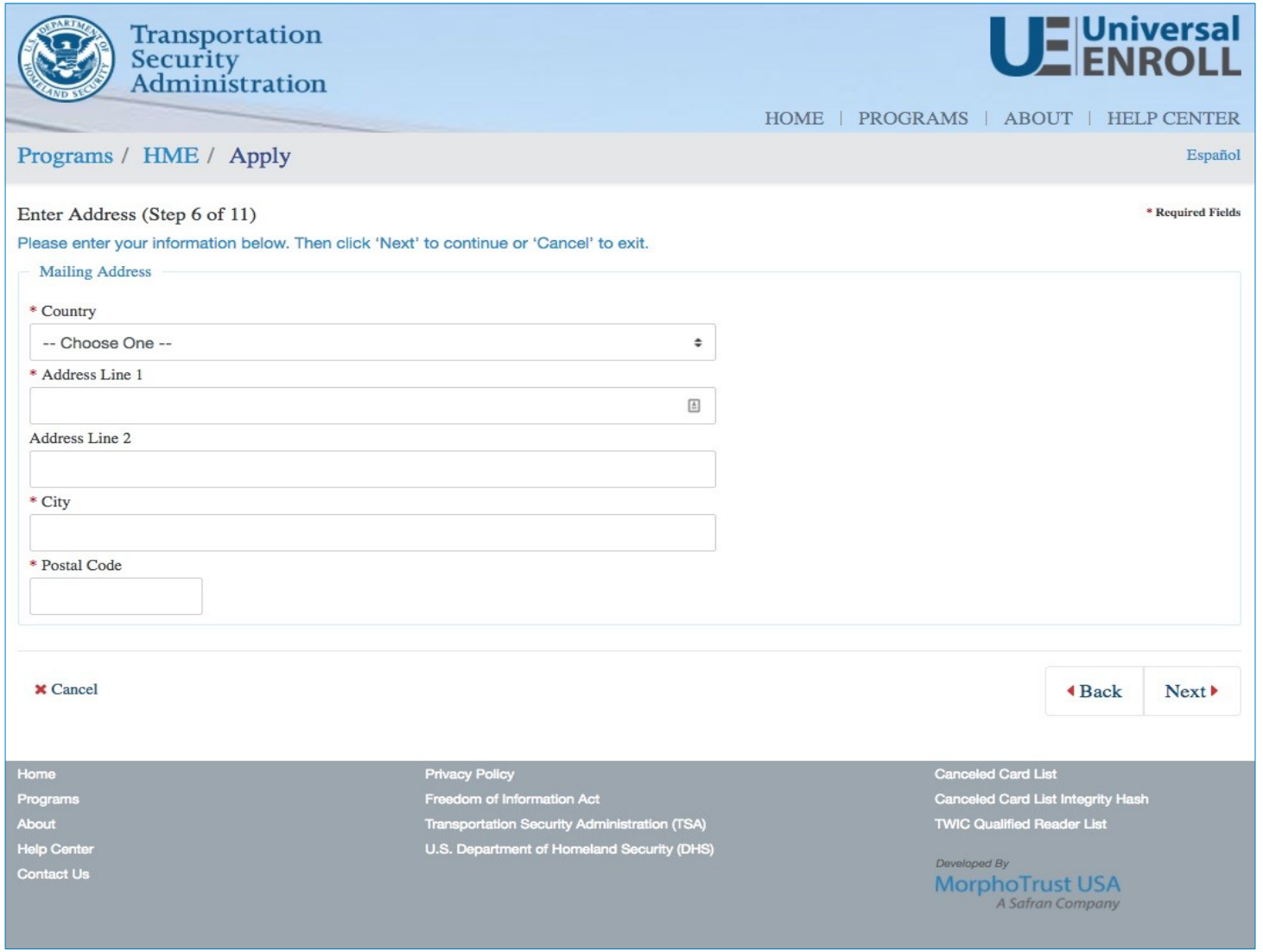

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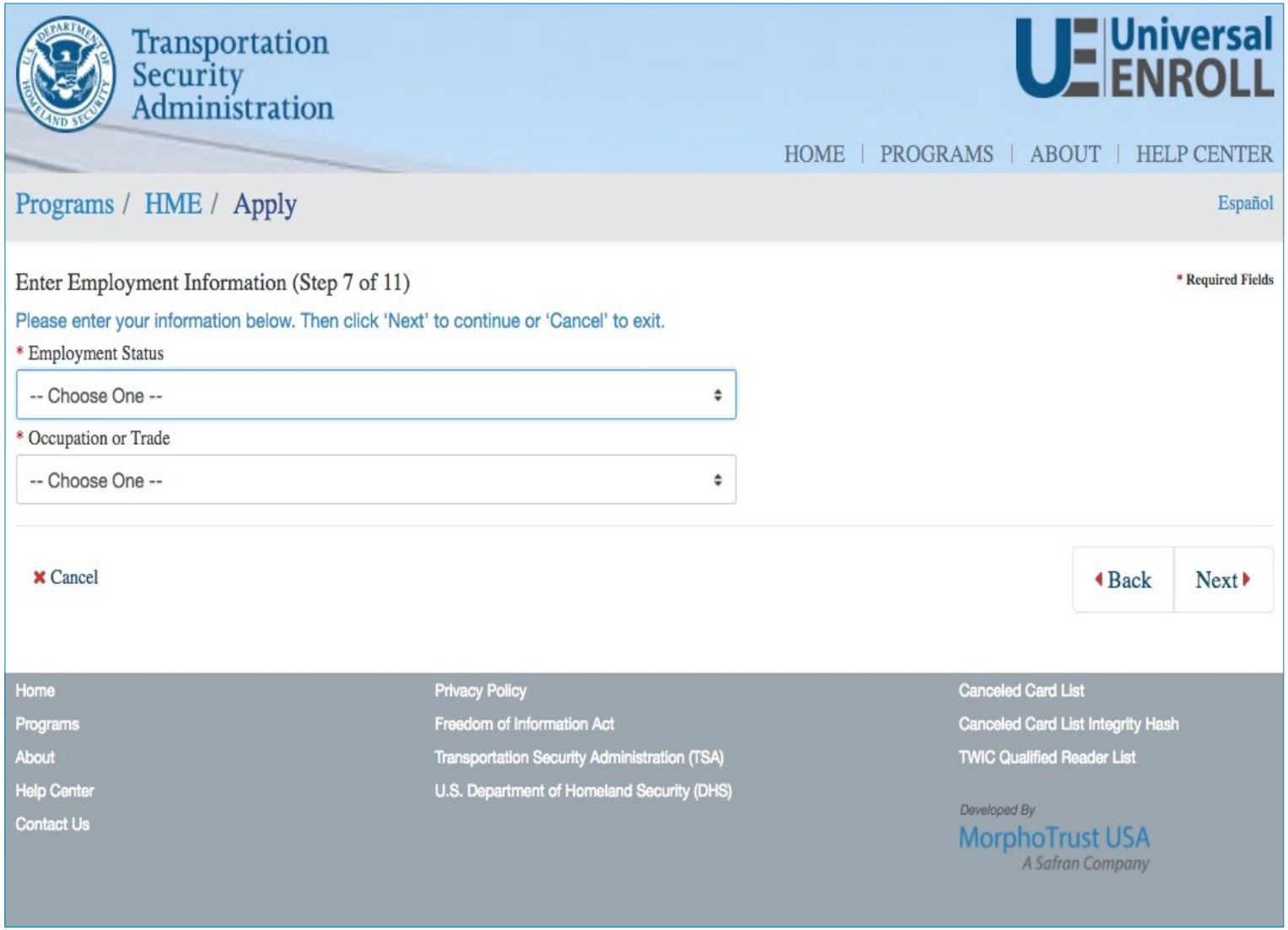

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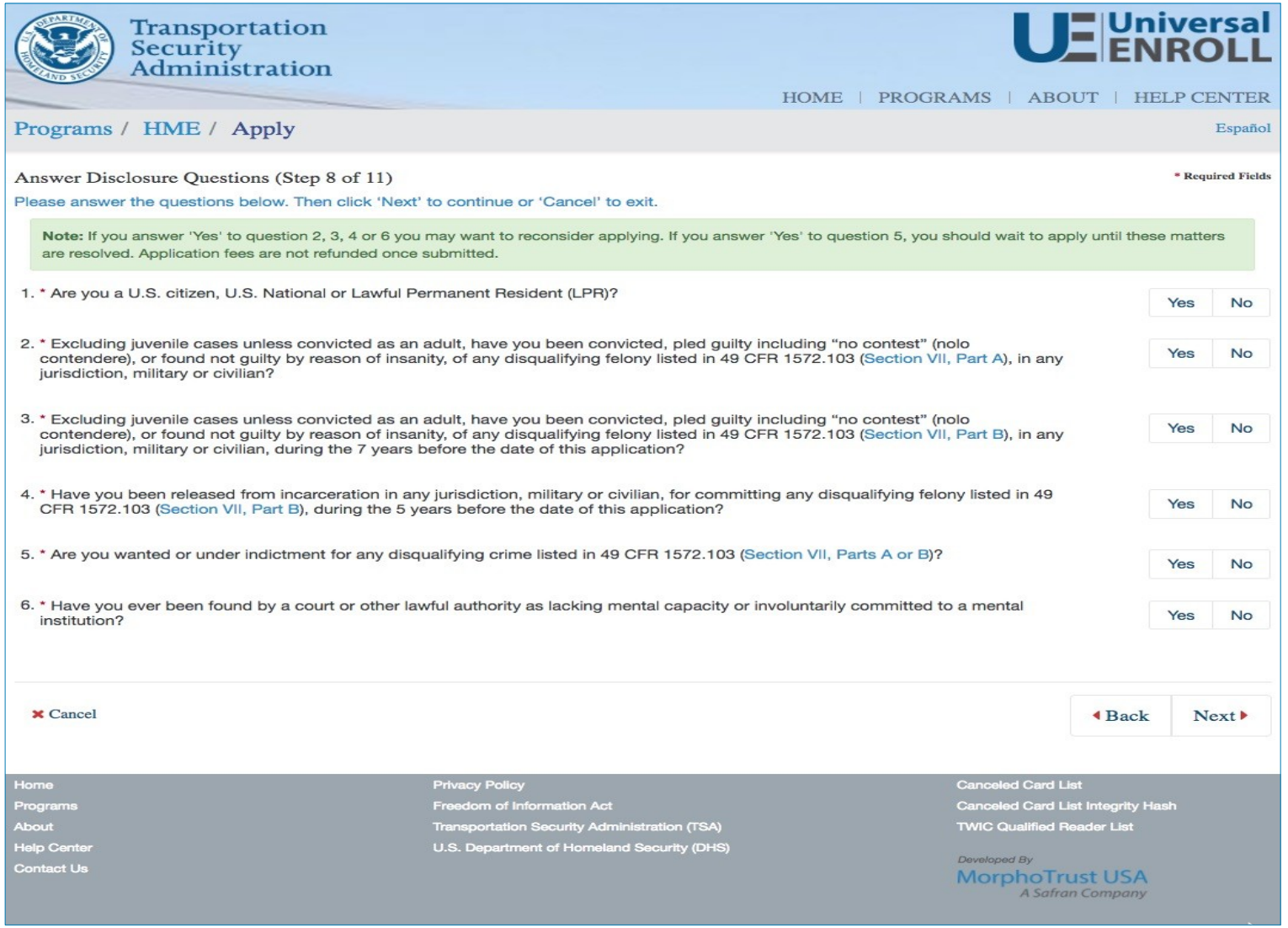

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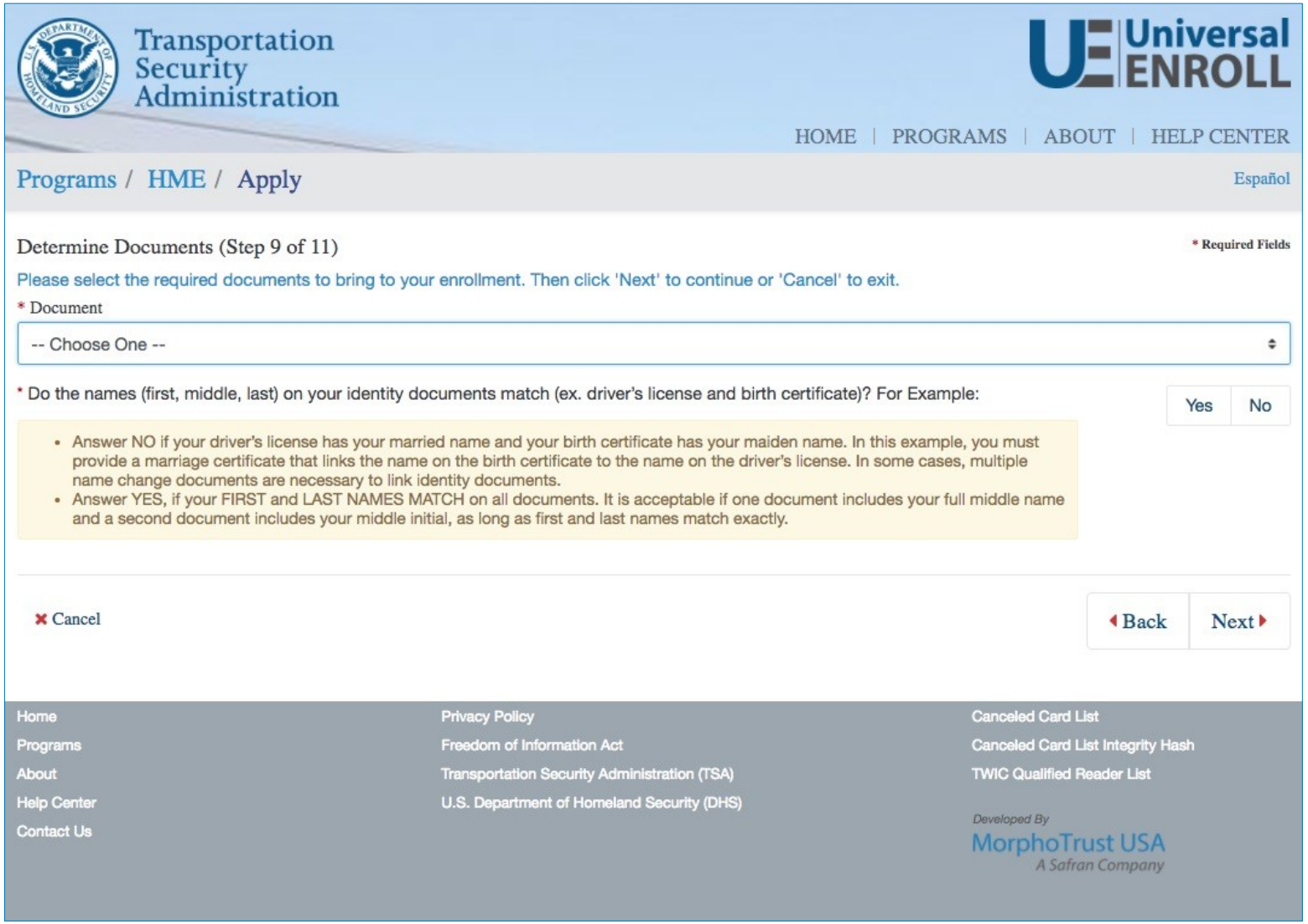

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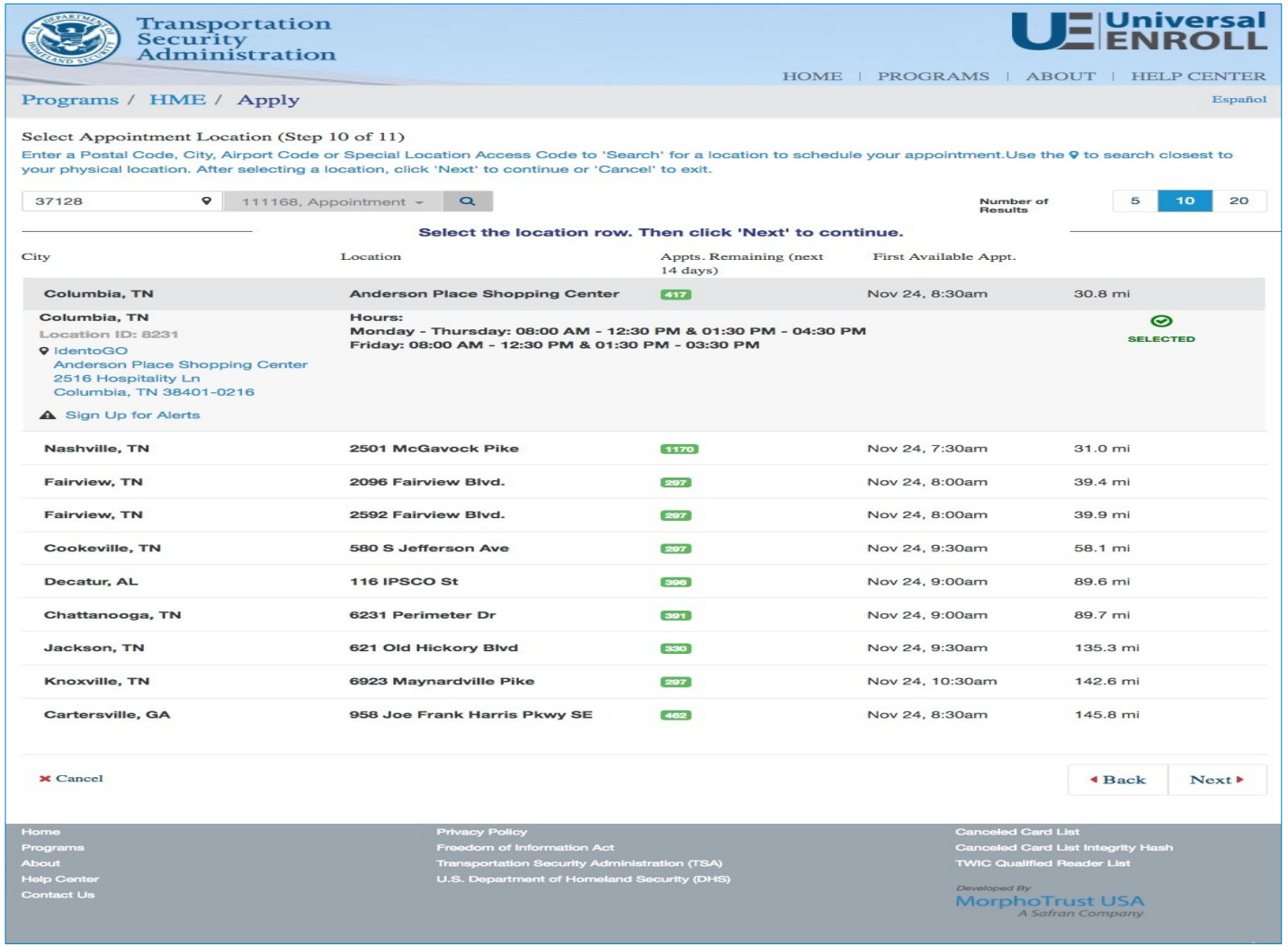

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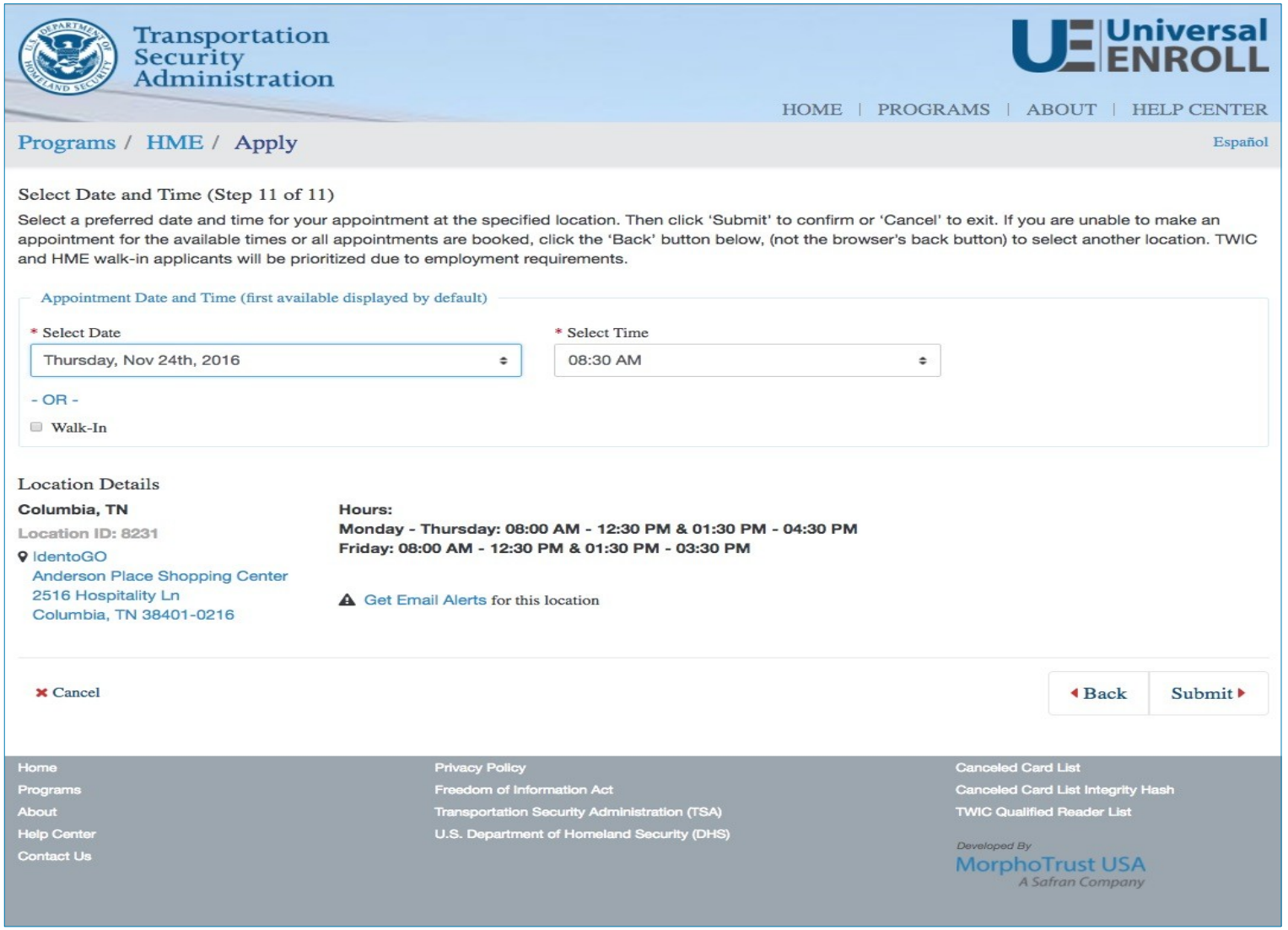

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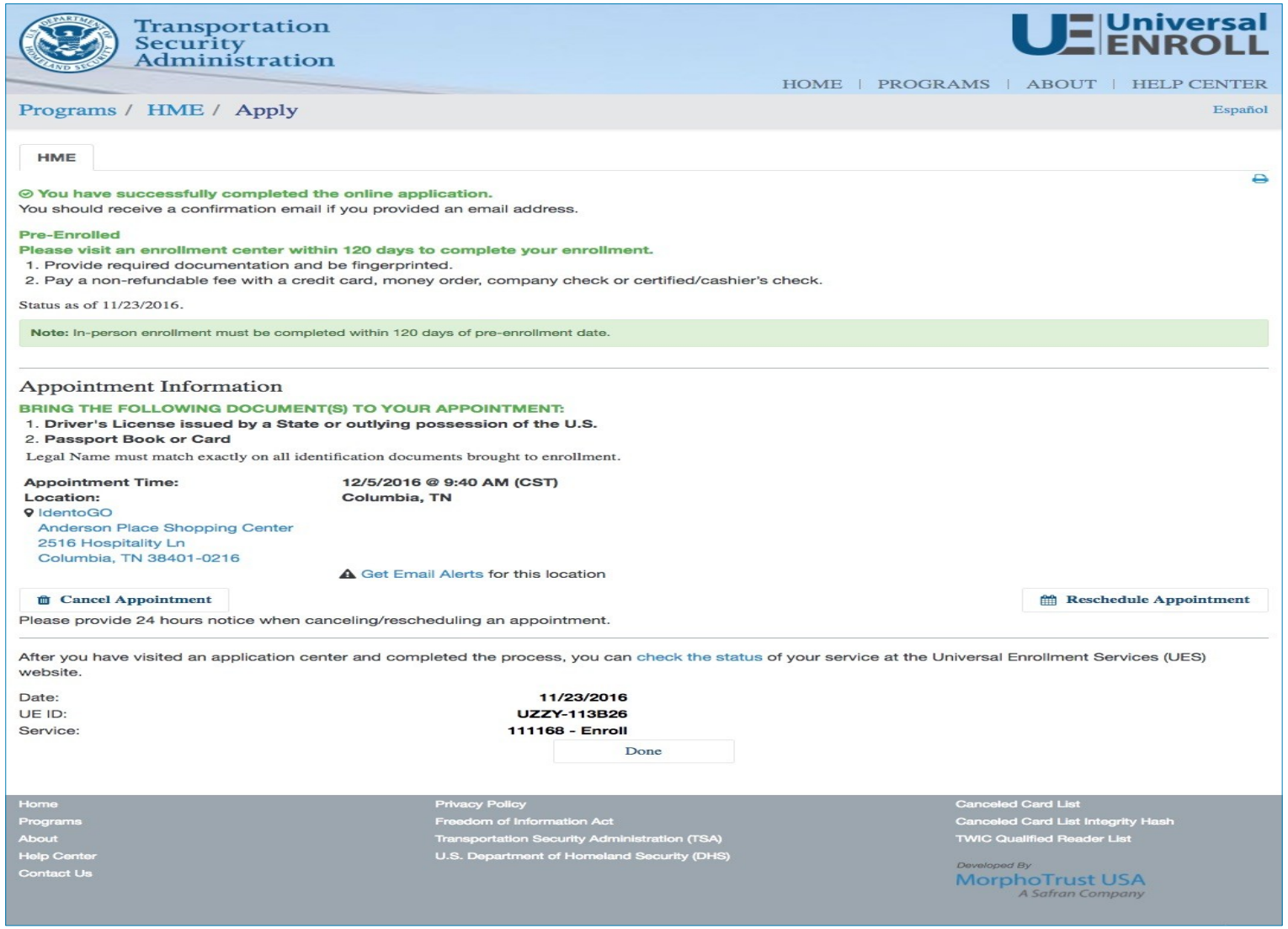
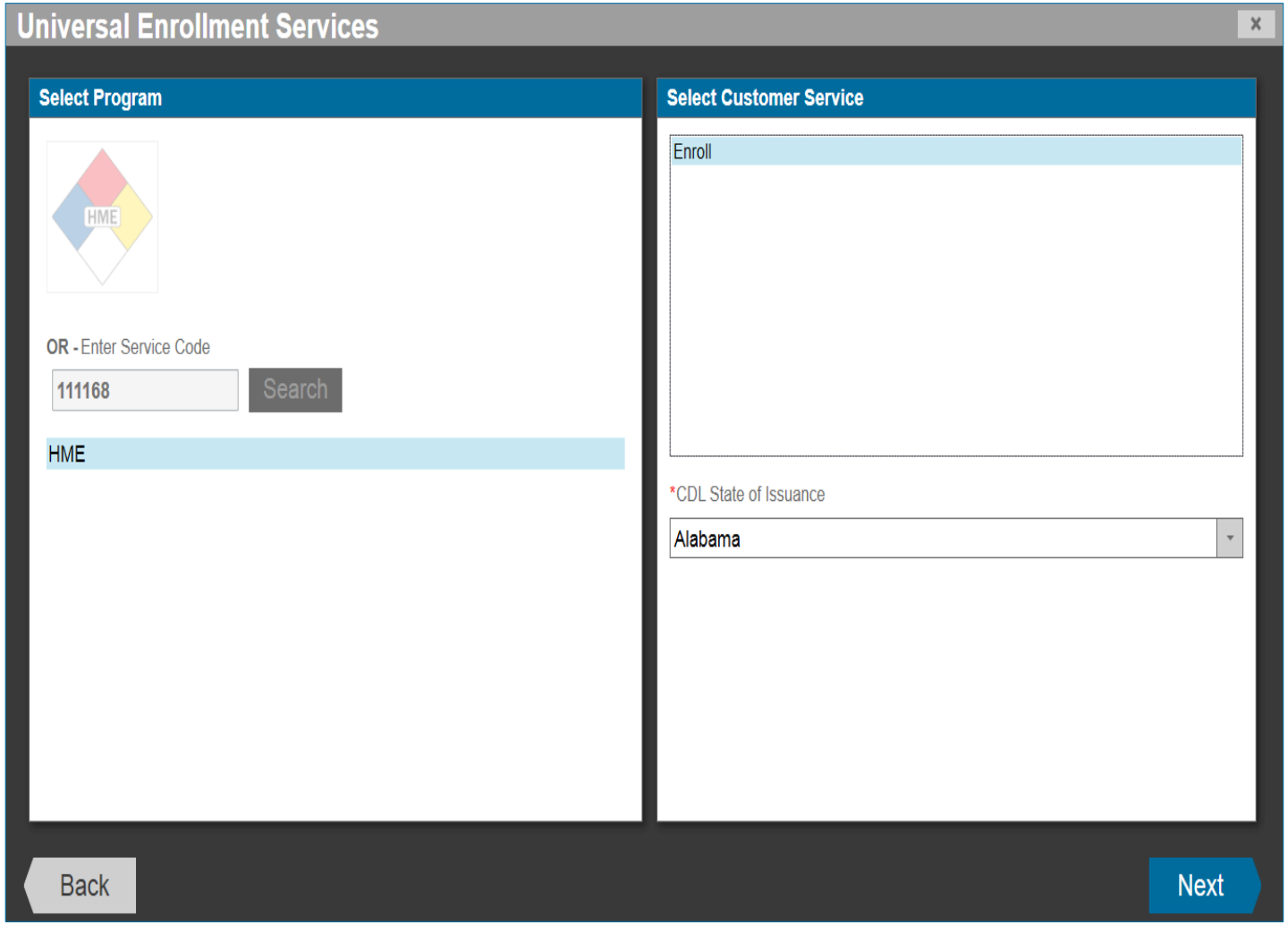


Part 2

HME In-Person Standard (New) Enrollment Workflow

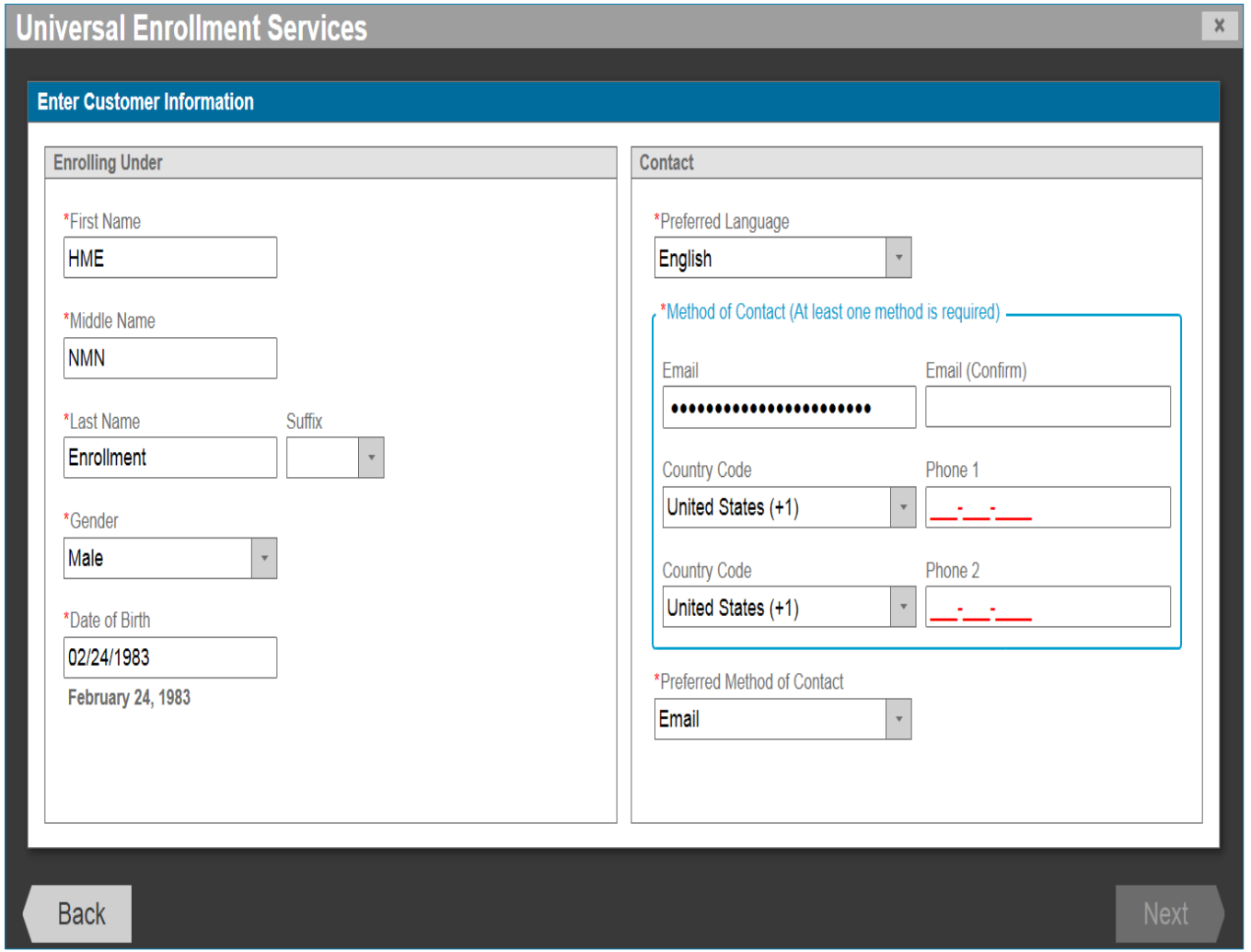
HME Standard Enrollment

- START
- Program/Location
- Biographic Information
- Notices
- Citizenship
- Documents
- Attributes
- Employment Information
- Biometrics (Fingerprints)
- Acknowledgements
- Fee Payment
- Survey
- Submission/ Confirmation
- FINISH



HME Standard Enrollment

- START
- Program/Location
- **Biographic Information**
- Notices
- Citizenship
- Documents
- Attributes
- Employment Information
- Biometrics (Fingerprints)
- Acknowledgements
- Fee Payment
- Survey
- Submission/ Confirmation
- FINISH



HME Standard Enrollment

- START
- Program/Location
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- Documents
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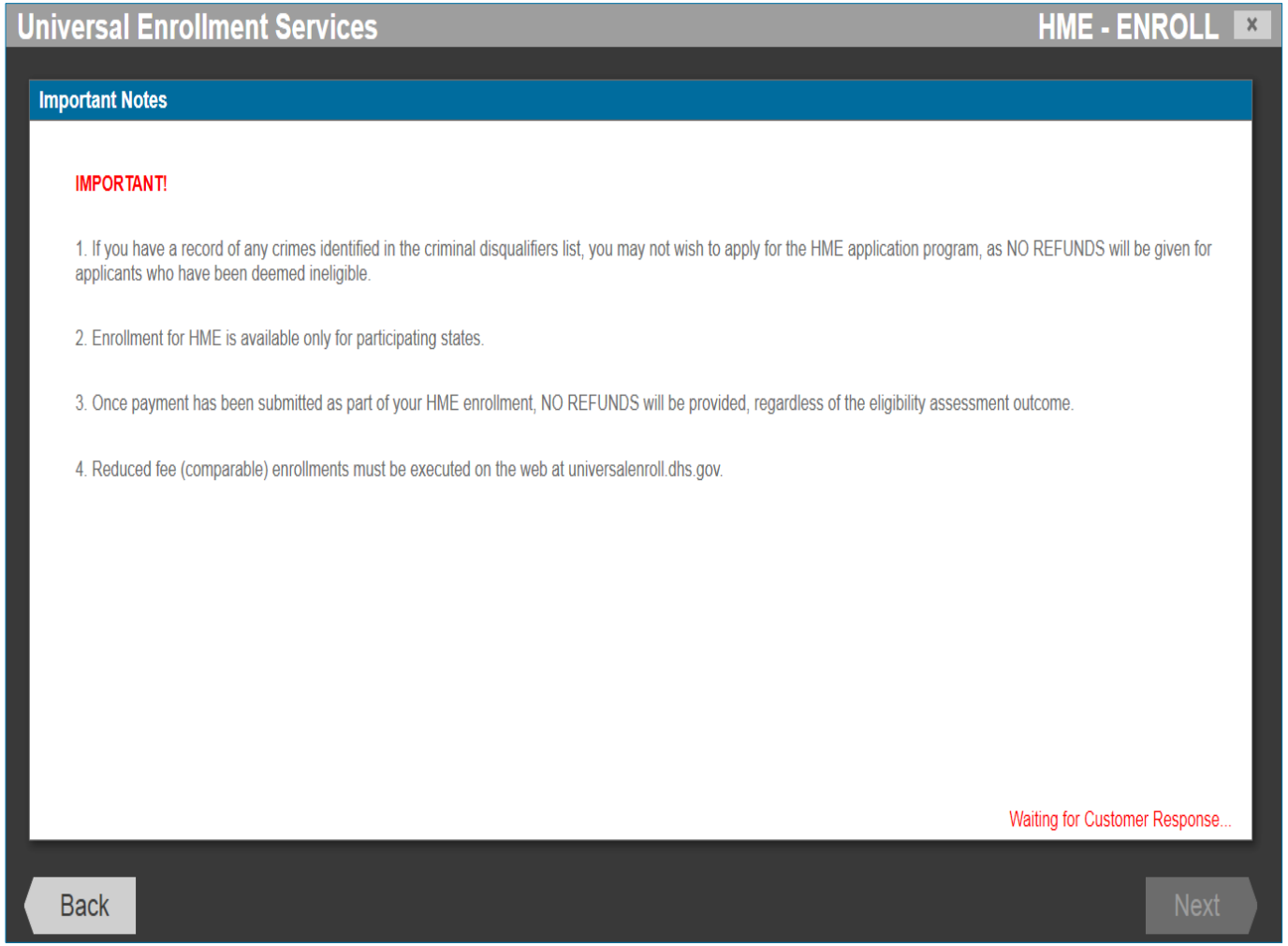

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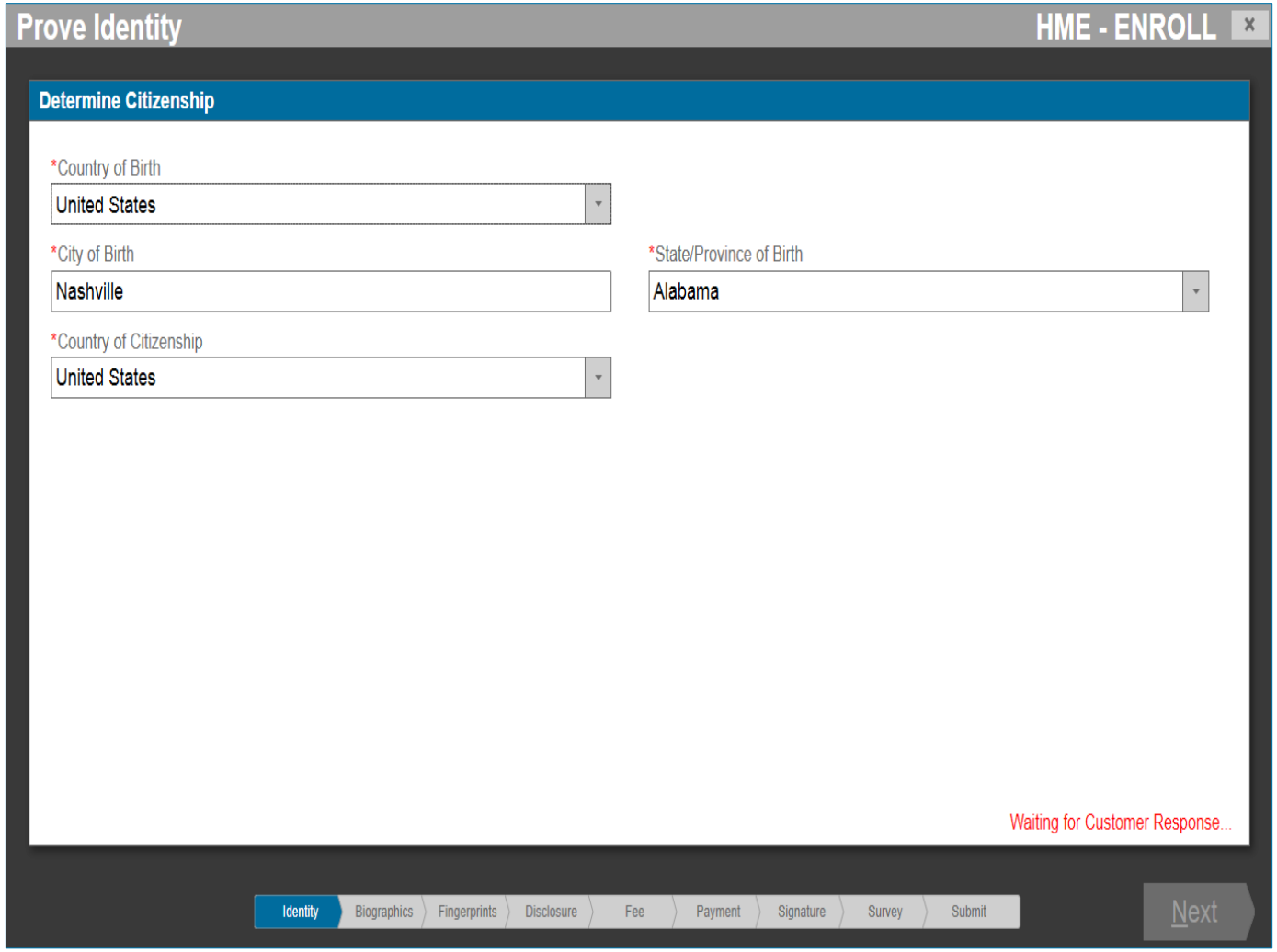

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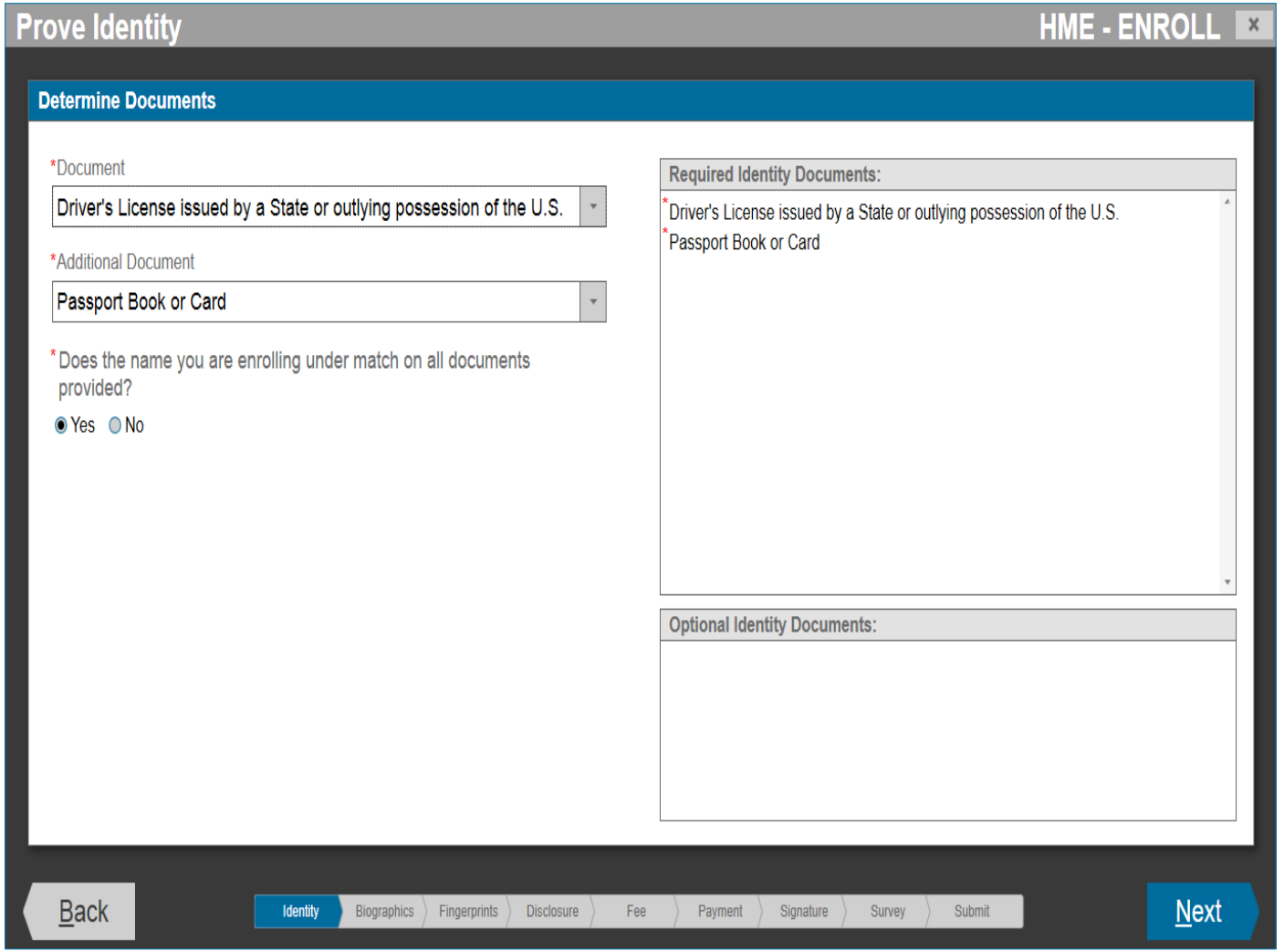

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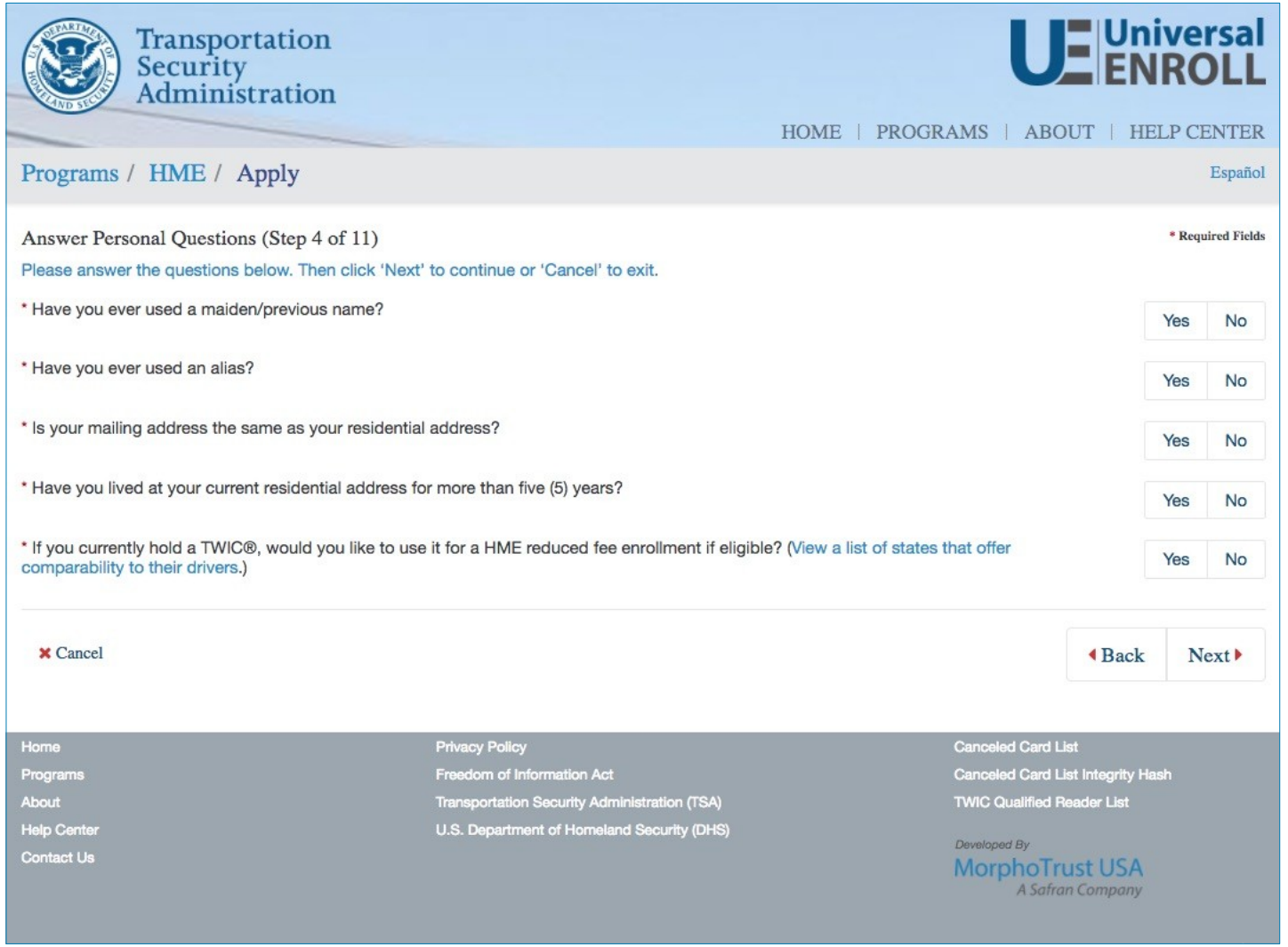

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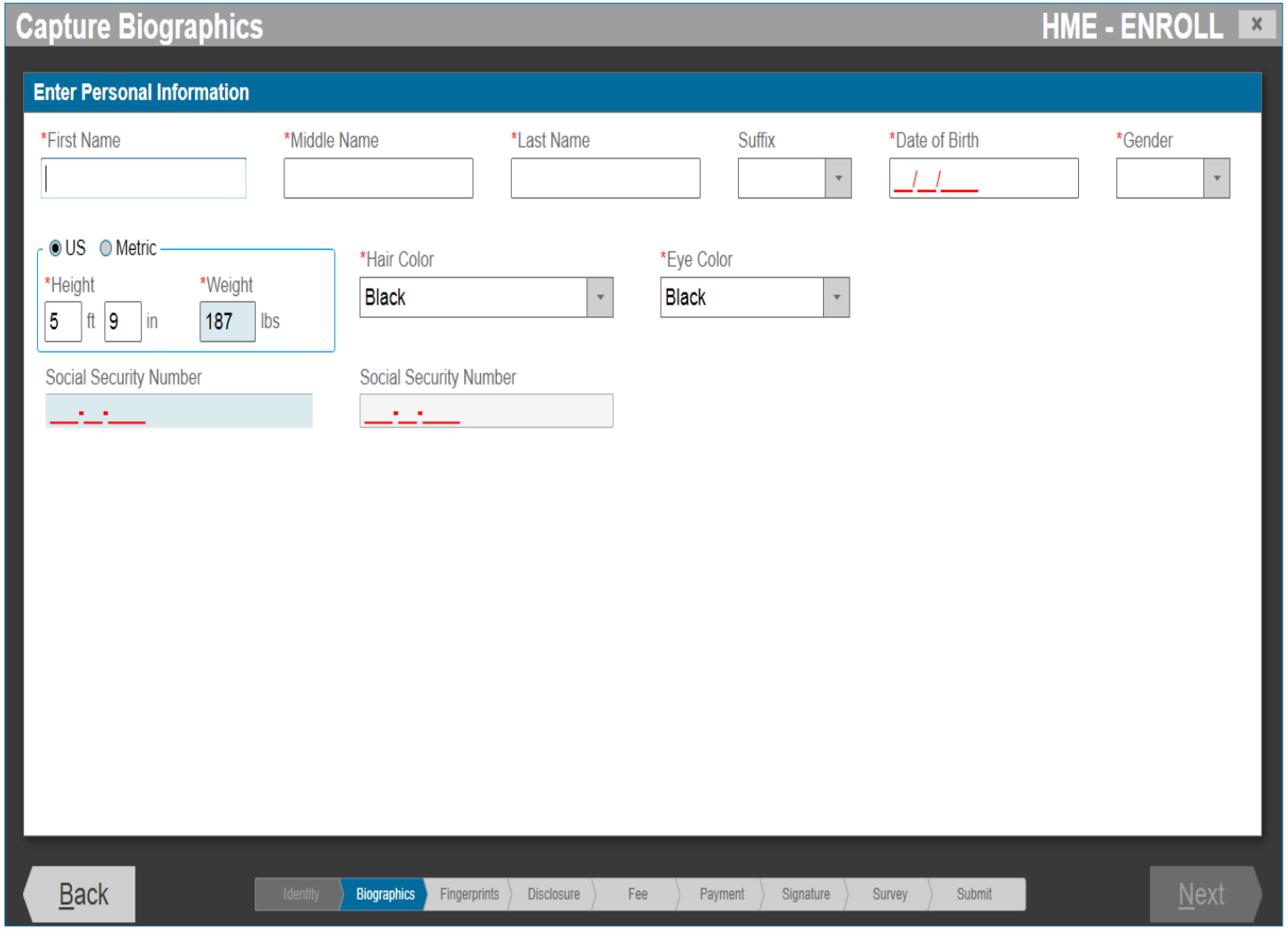

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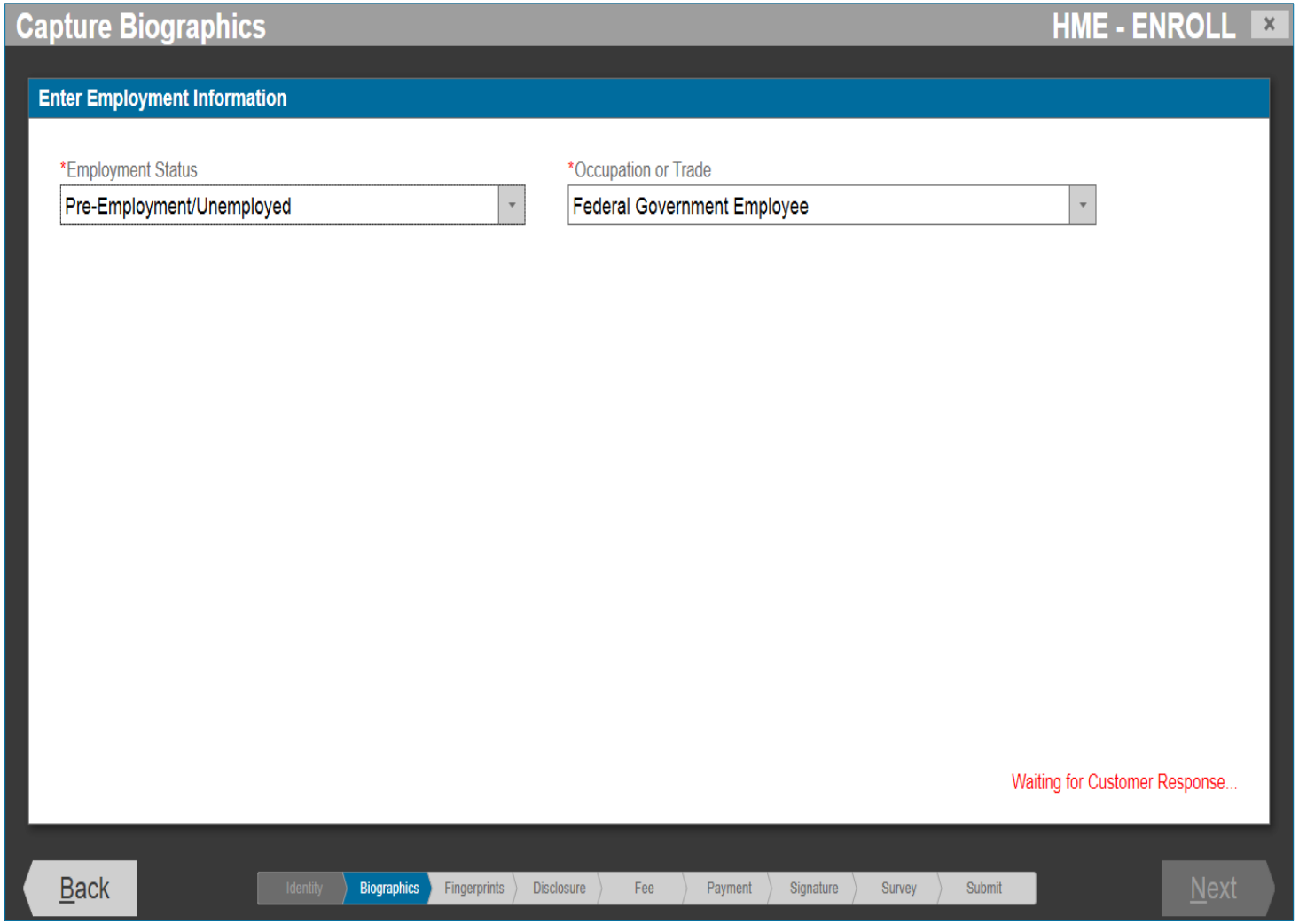

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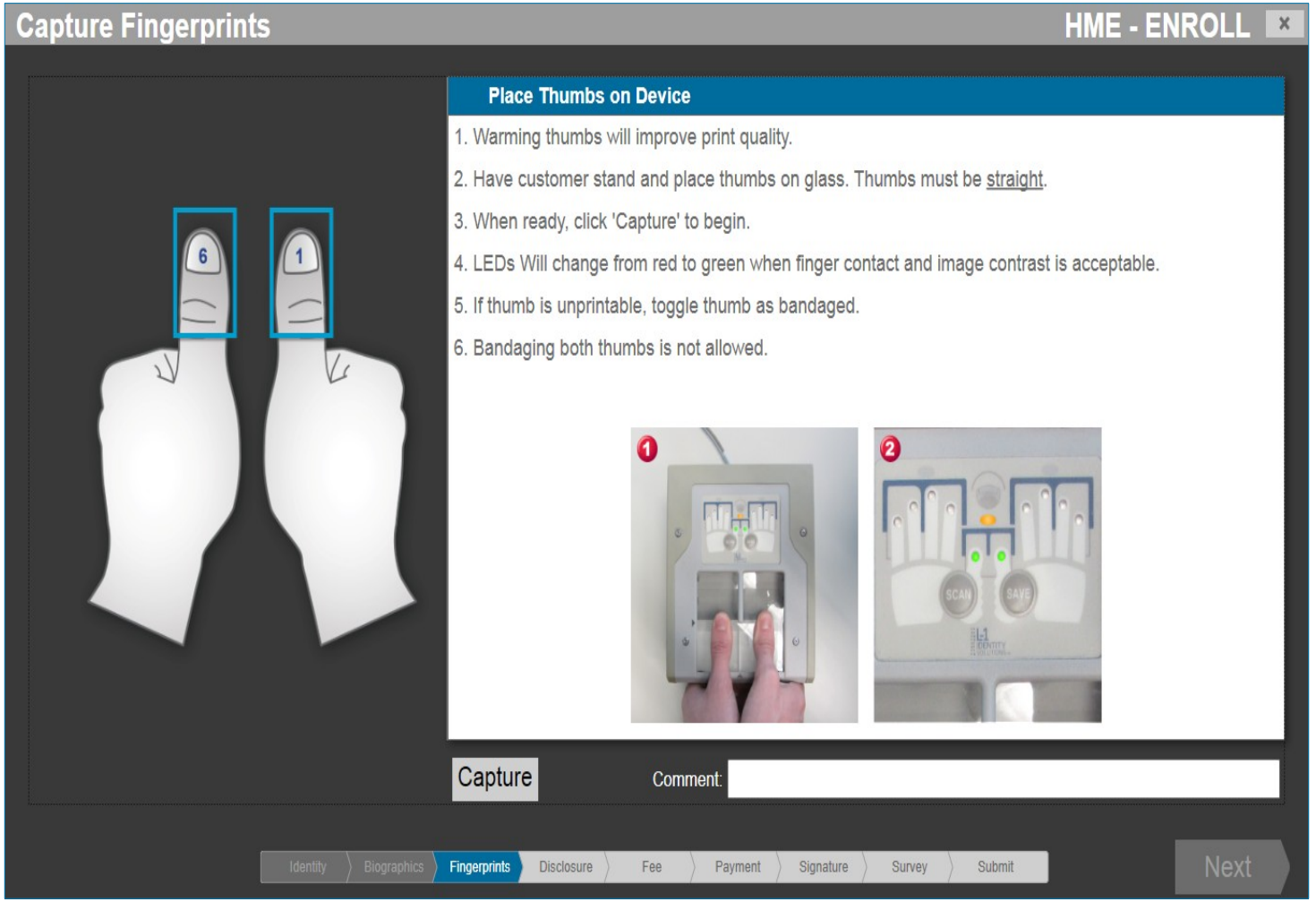

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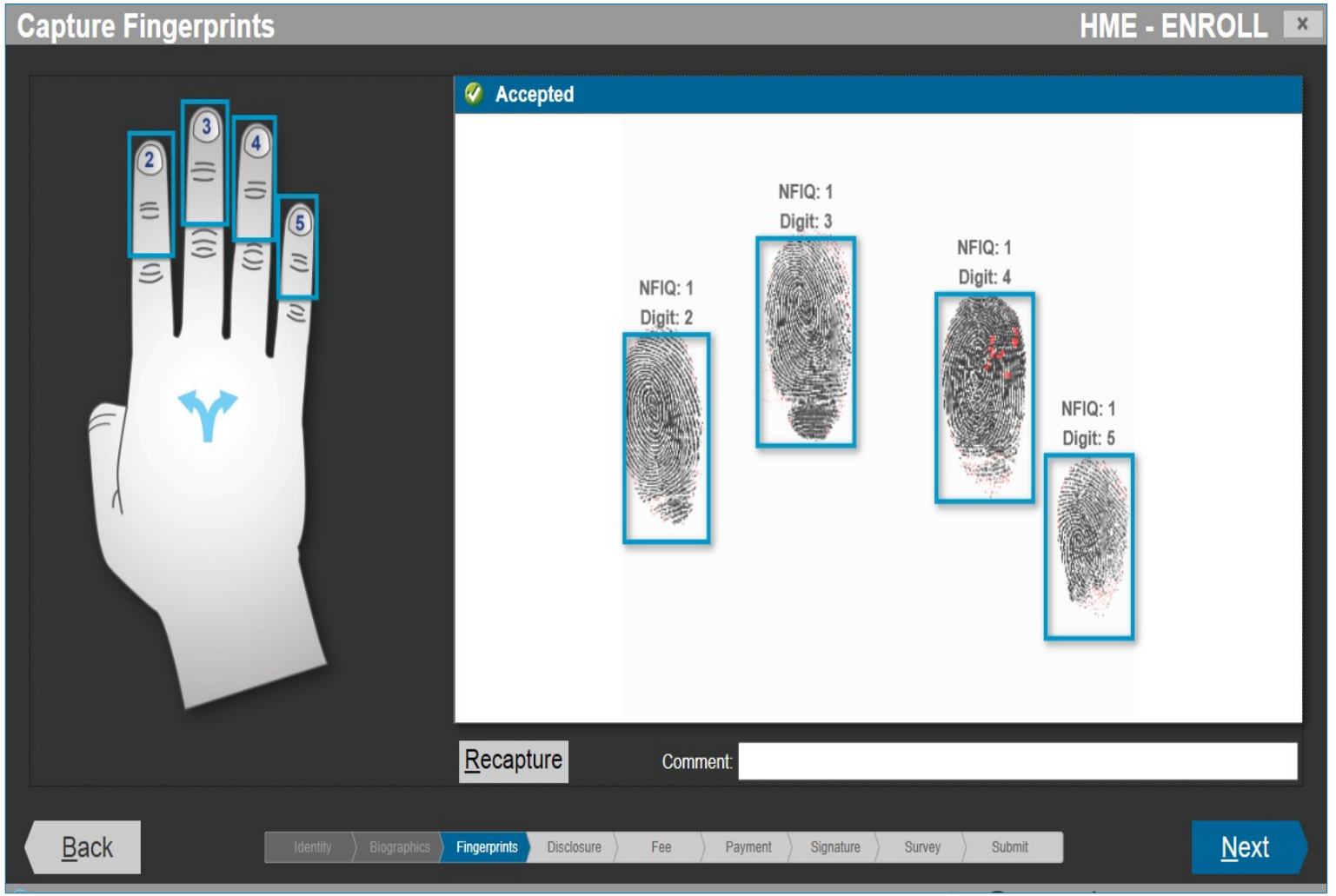

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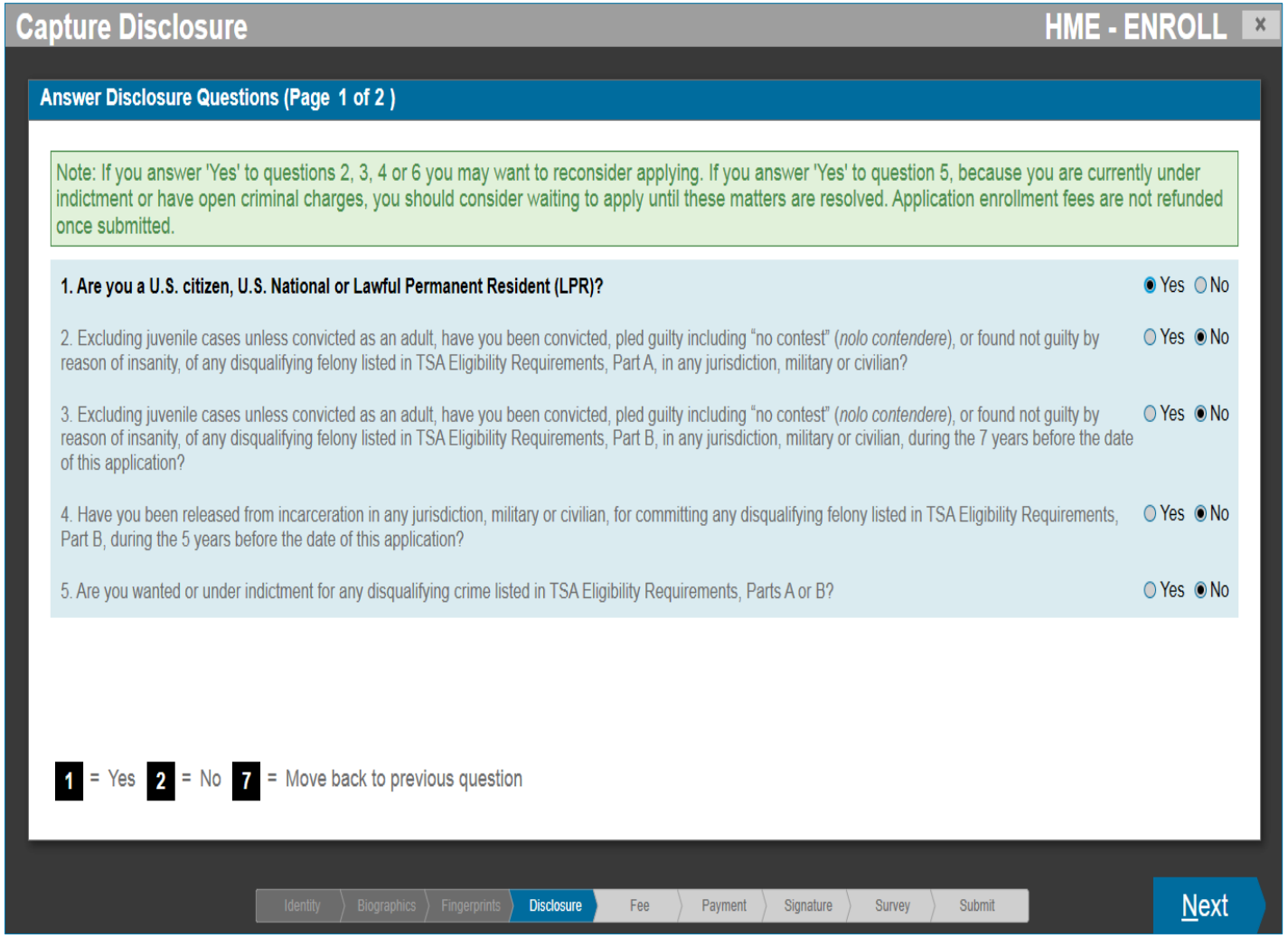

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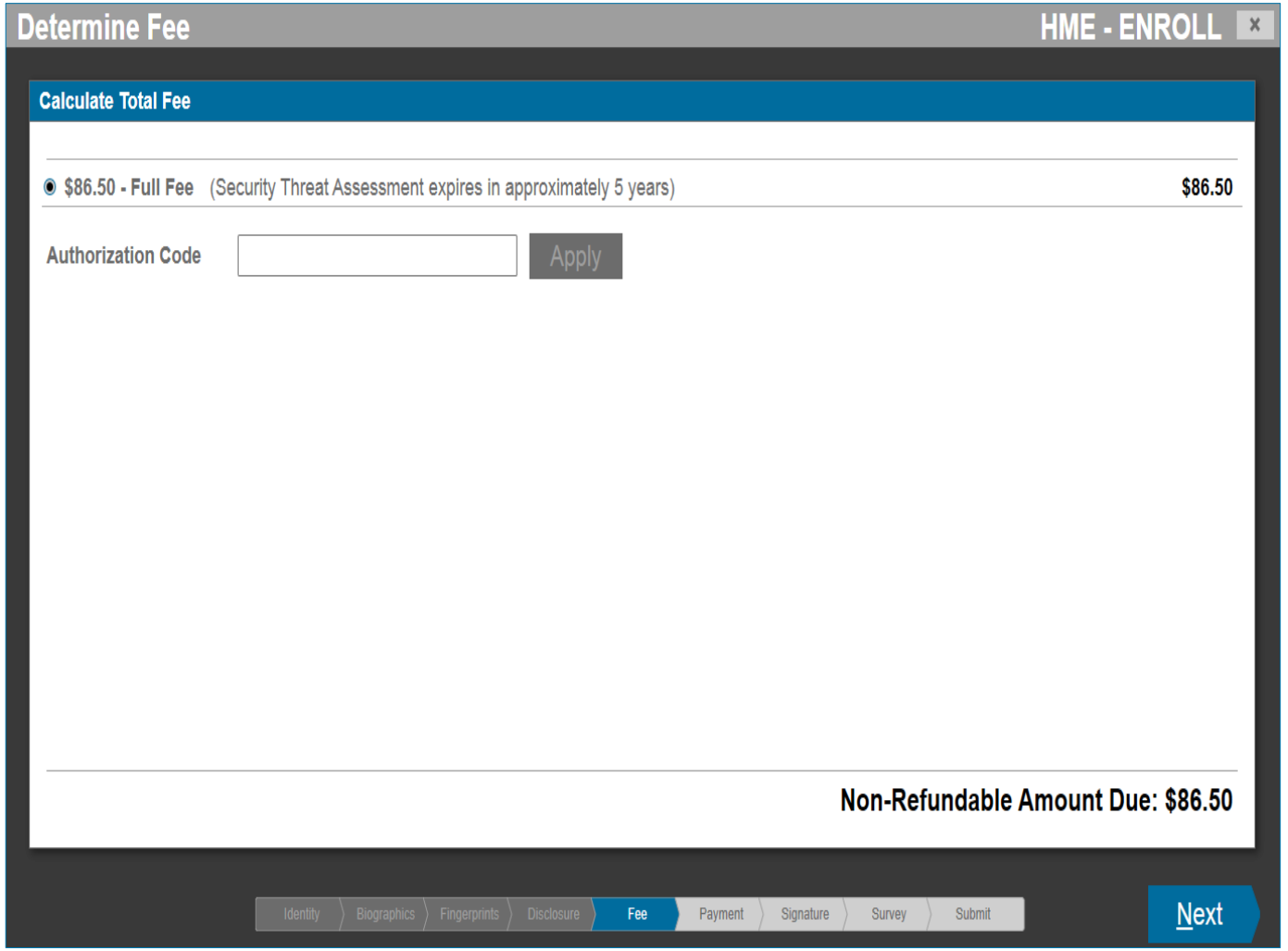

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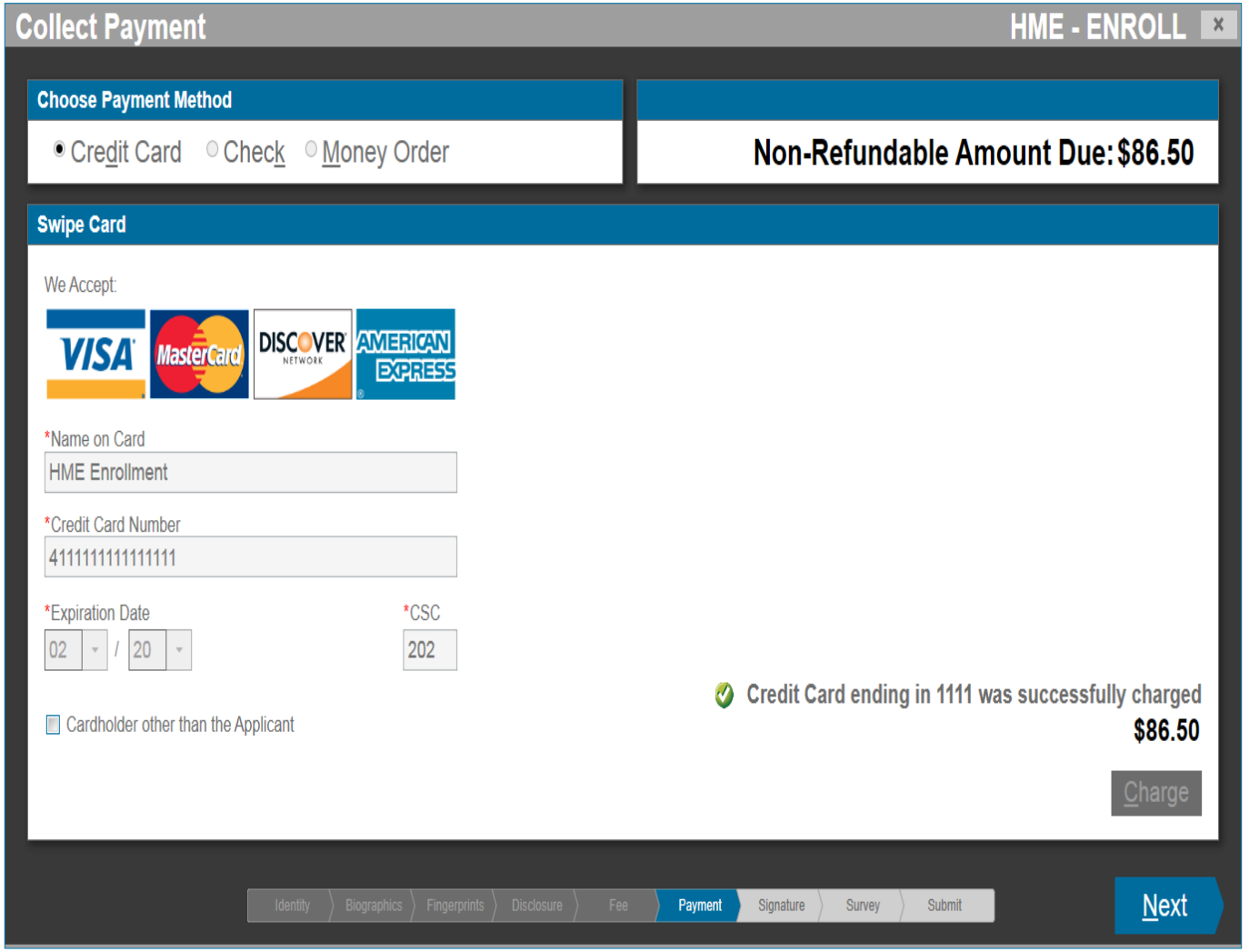

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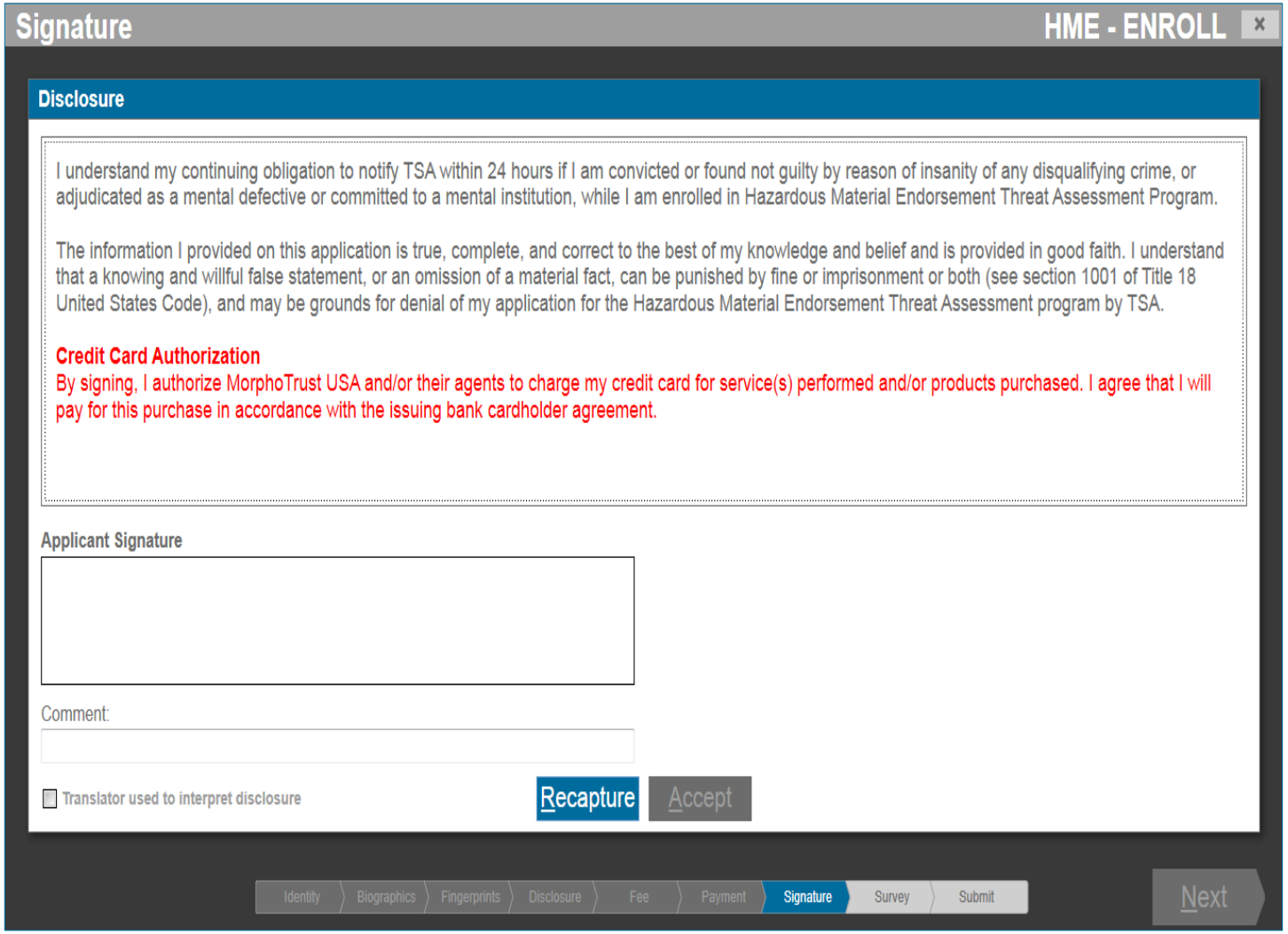

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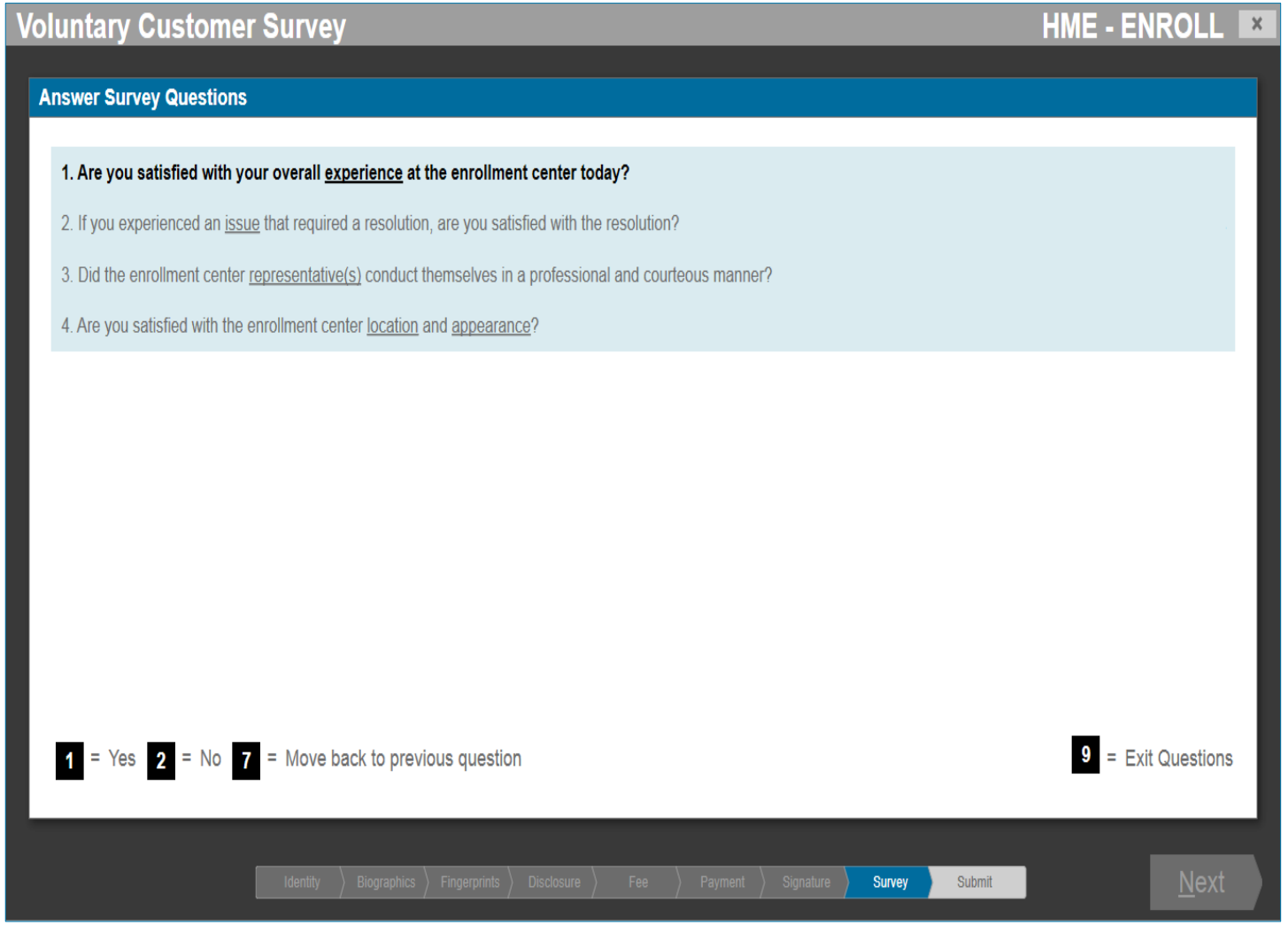

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- Submission/ Confirmation
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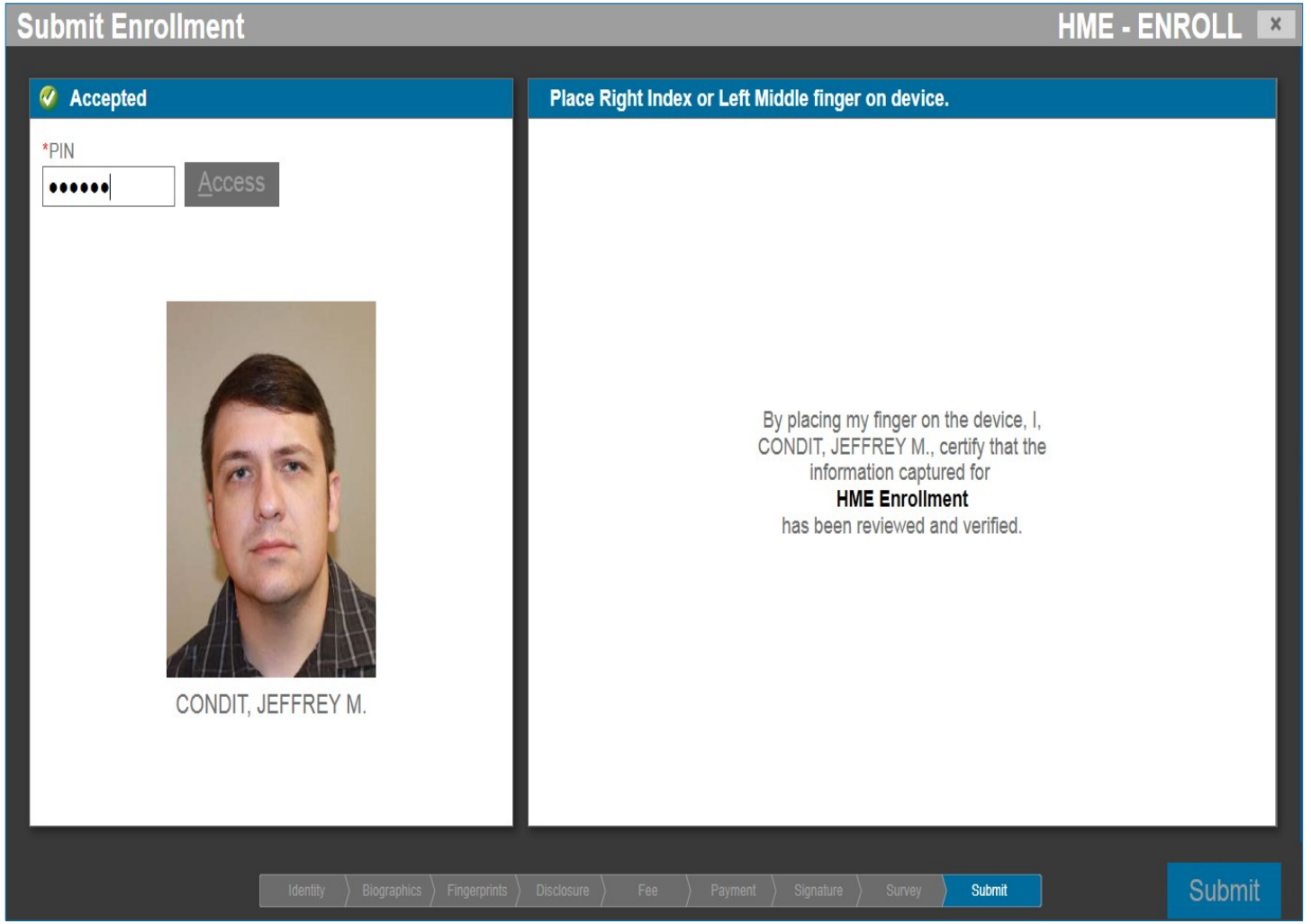
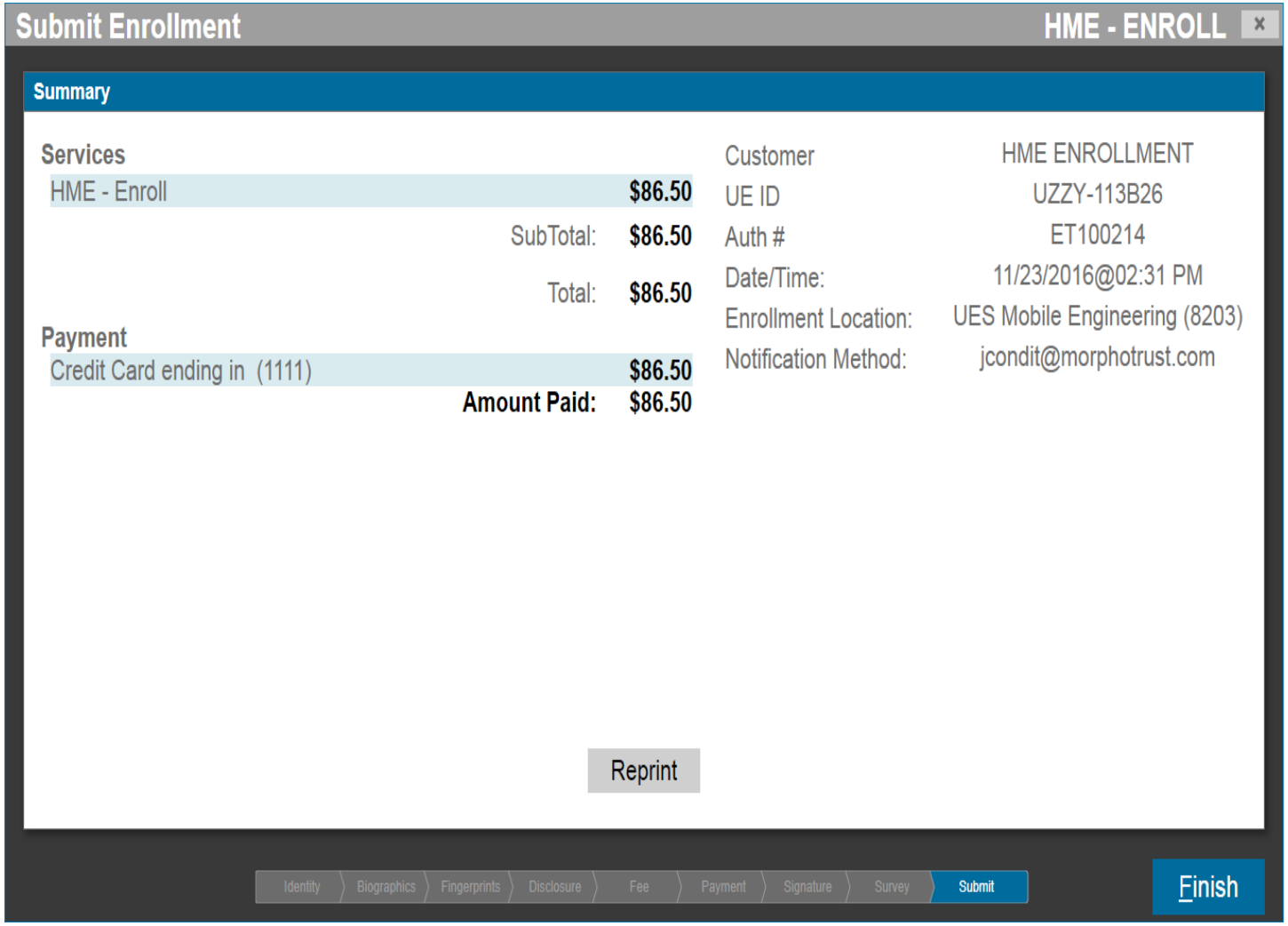


HME Standard Enrollment

- START
- Program/Location
- Biographic Information
- Notices
- Citizenship
- Documents
- Attributes
- Employment Information
- Biometrics (Fingerprints)
- Acknowledgements
- Fee Payment
- Survey
- Submission/ Confirmation
- FINISH



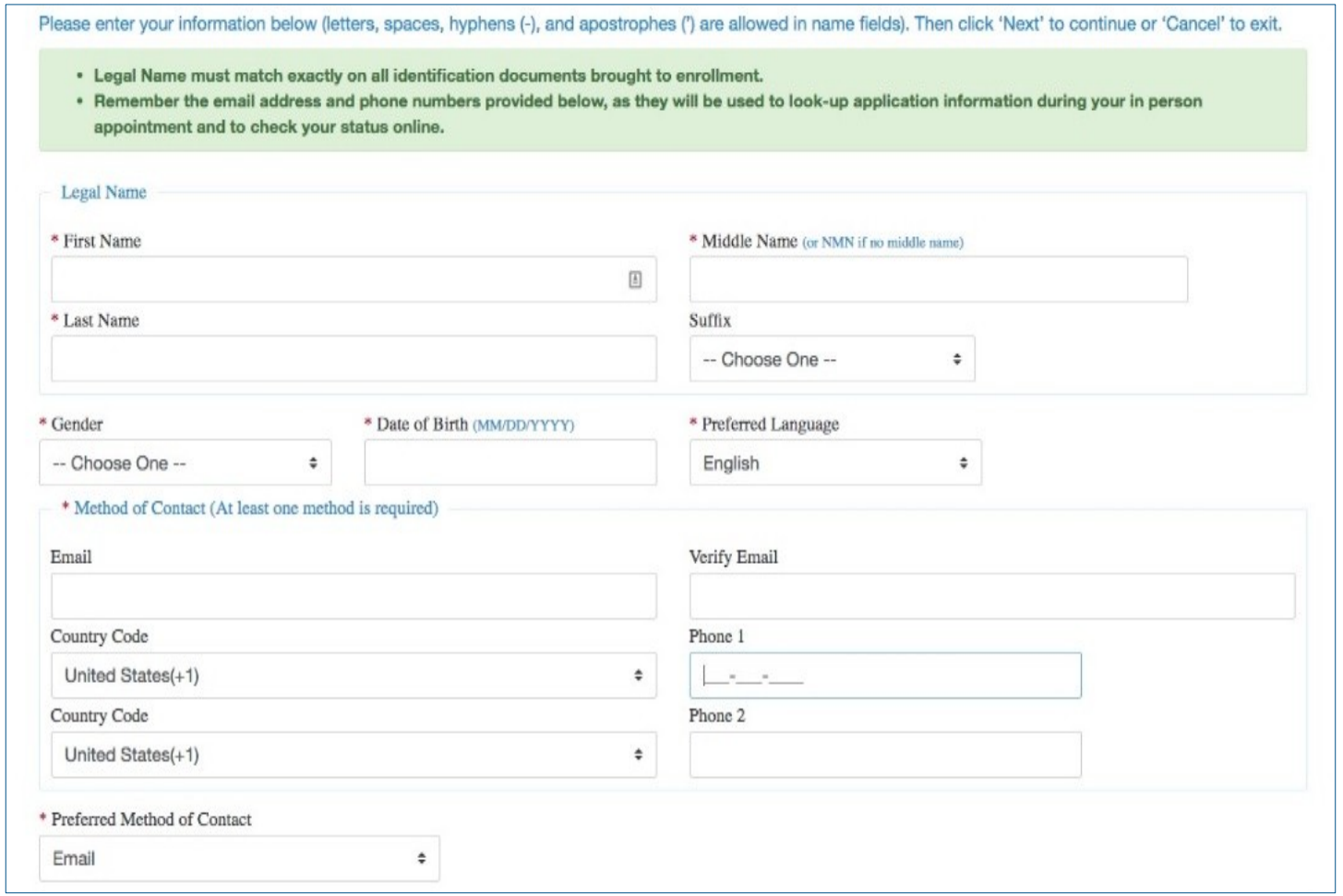
Part 3

HME Online Renewal Workflow (Proposed)

HME Online Renewal

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

- START
- Biographic Information
- Notices
- Citizenship
- Attributes/State
- Employment Information
- Acknowledgements
- Fee Payment
- Submission/ Confirmation
- Survey
- FINISH

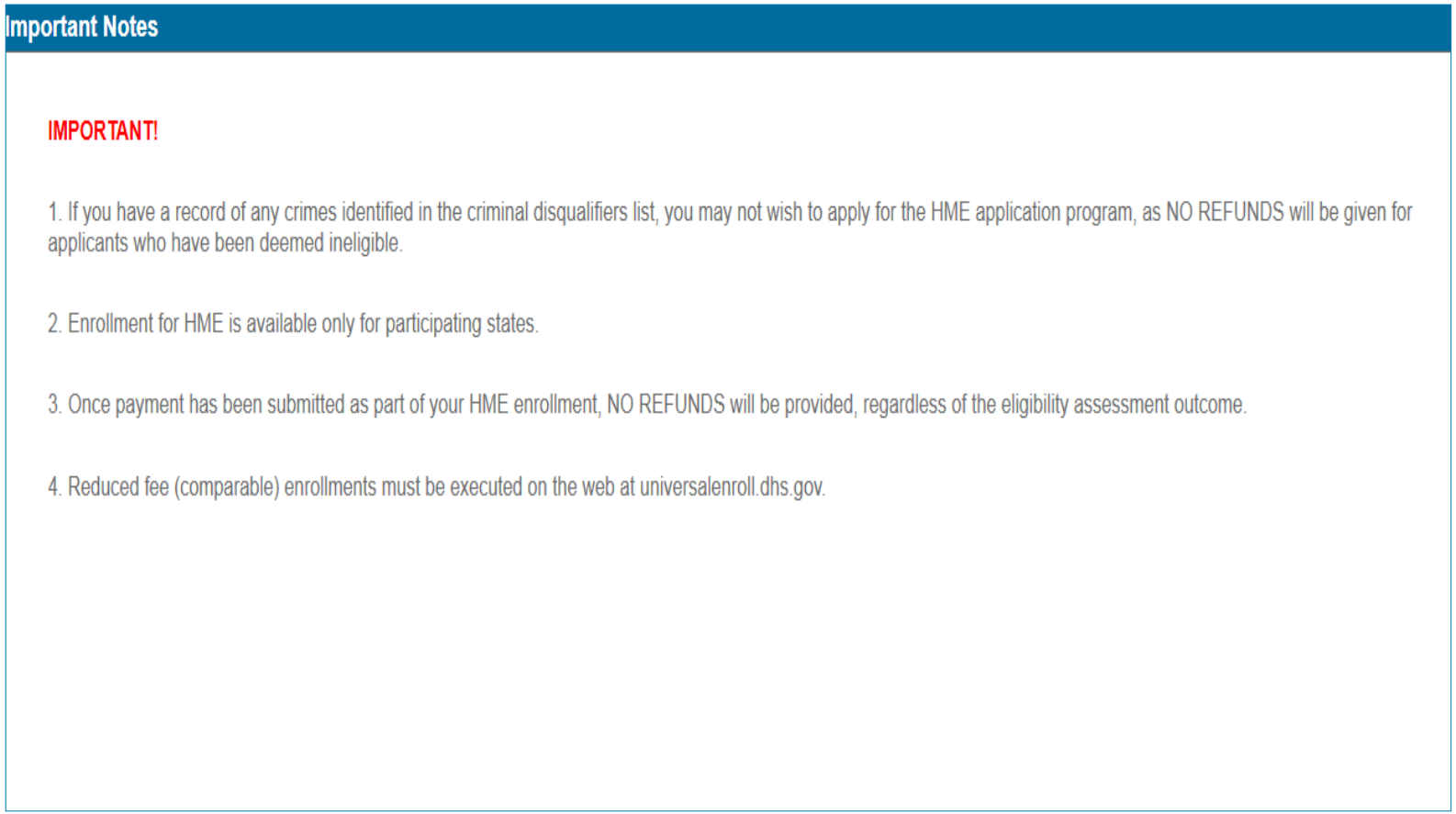


Applicants may be required to enter their current or expired CDL State of License and the CDL identification number, to confirm the applicant's information.

HME Online Renewal

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

- START
- Biographic Information
- Notices
- Citizenship
- Attributes/State
- Employment Information
- Acknowledgements
- Fee Payment
- Submission/ Confirmation
- Survey
- FINISH



HME Online Renewal

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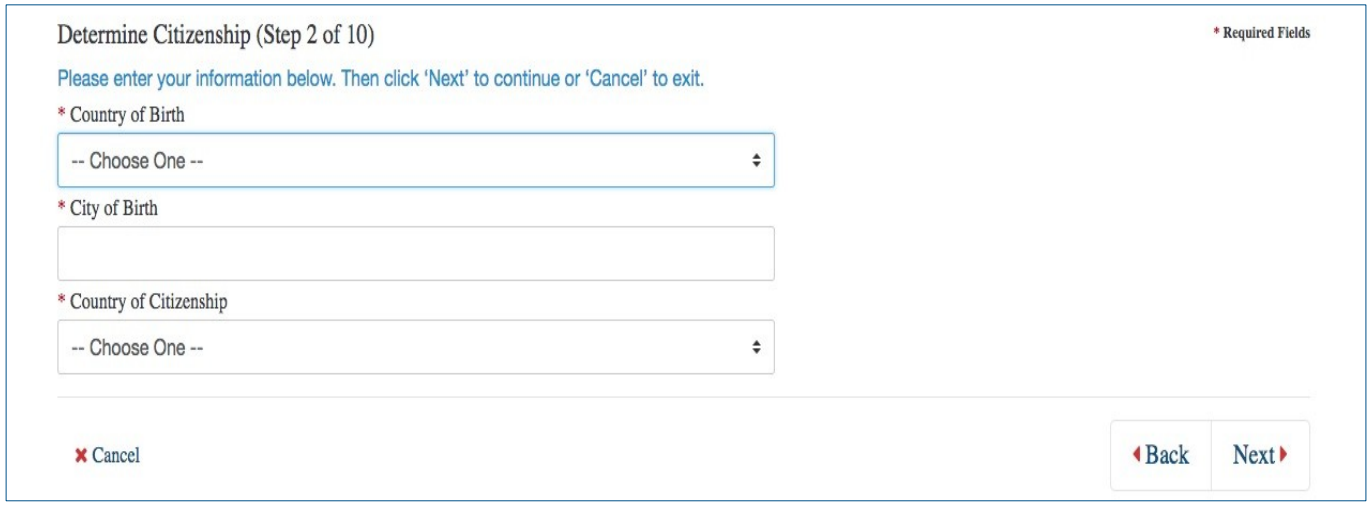
- START
- Biographic Information
- Notices
- Citizenship
- Attributes/State
- Employment Information
- Acknowledgements
- Fee Payment
- Submission/ Confirmation
- Survey
- FINISH



HME Online Renewal

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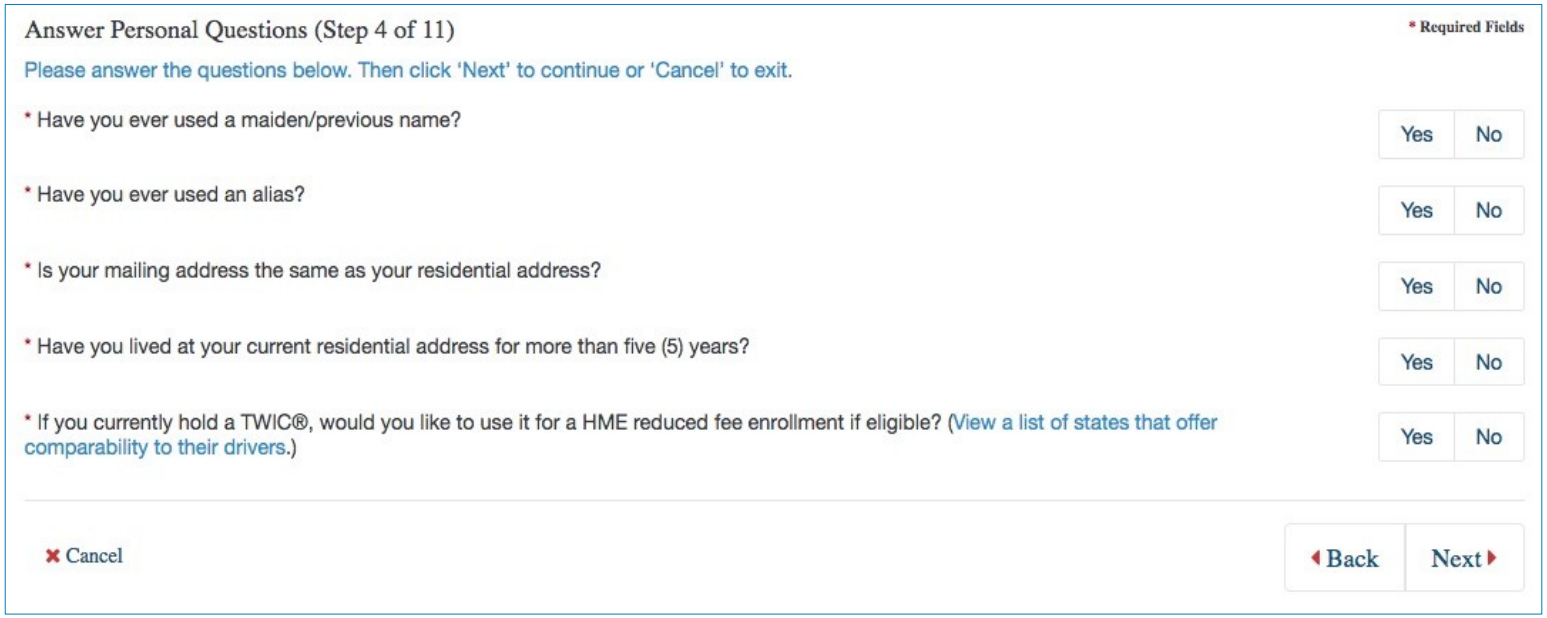
- START
- Biographic Information
- Notices
- Citizenship
- Attributes/State
- Employment Information
- Acknowledgements
- Fee Payment
- Submission/ Confirmation
- Survey
- FINISH

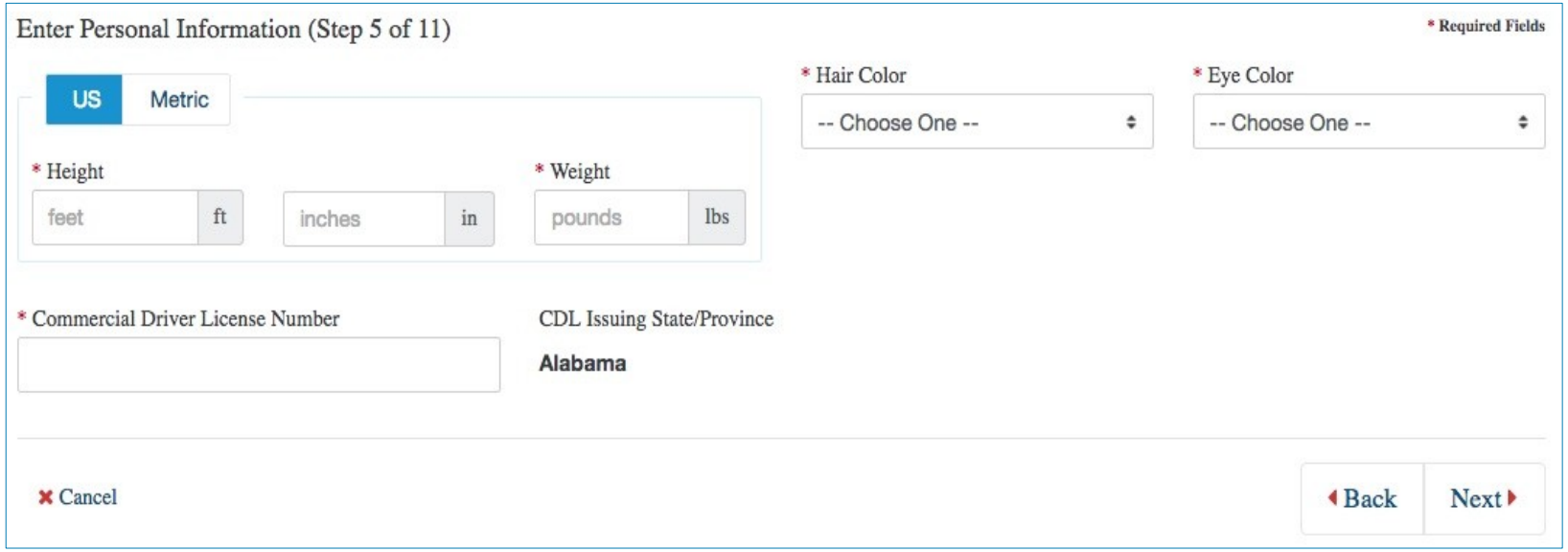


Applicants may be required to notify TSA if their State of license has changed since the previous enrollment for a TSA STA. If so, a new field or screen may be generated requesting that the applicant select their new State of license.

HME Online Renewal

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

- START
- Biographic Information
- Notices
- Citizenship
- Attributes/State
- Employment Information
- Acknowledgements
- Fee Payment
- Submission/ Confirmation
- Survey
- FINISH



HME Online Renewal

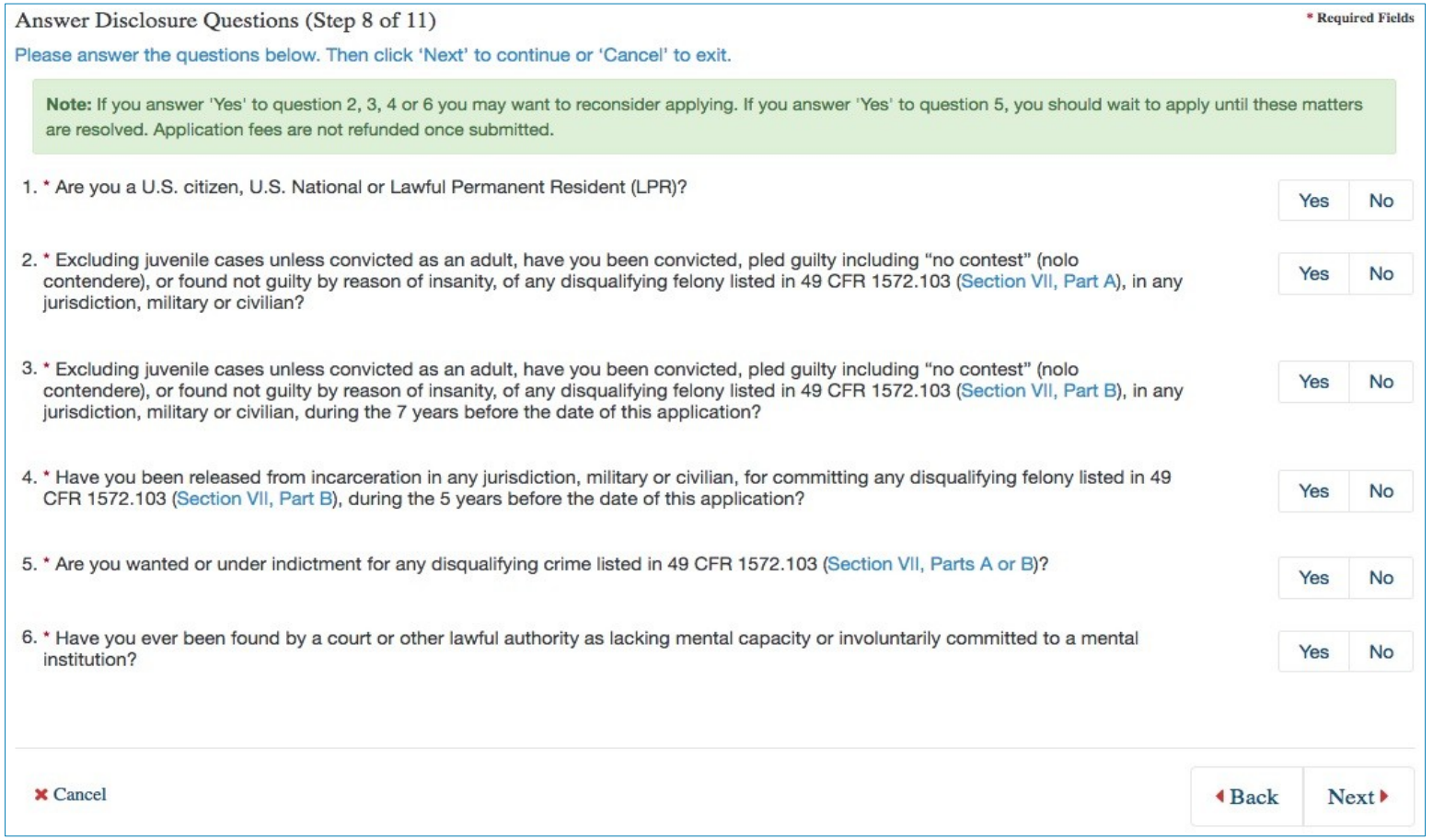
*Screenshots are examples only and actual online renewal screens may differ based on development considerations.

- START
- Biographic Information
- Notices
- Citizenship
- Attributes/State
- Employment Information
- Acknowledgements
- Fee Payment
- Submission/ Confirmation
- Survey
- FINISH

HME Online Renewal

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

- START
- Biographic Information
- Notices
- Citizenship
- Attributes/State
- Employment Information
- Acknowledgements
- Fee Payment
- Submission/ Confirmation
- Survey
- FINISH



Answer Disclosure Questions (Step 8 of 11)

* Required Fields

Please answer the questions below. Then click 'Next' to continue or 'Cancel' to exit.

Note: If you answer 'Yes' to question 2, 3, 4 or 6 you may want to reconsider applying. If you answer 'Yes' to question 5, you should wait to apply until these matters are resolved. Application fees are not refunded once submitted.

1. * Are you a U.S. citizen, U.S. National or Lawful Permanent Resident (LPR)? Yes No

2. * Excluding juvenile cases unless convicted as an adult, have you been convicted, pled guilty including "no contest" (nolo contendere), or found not guilty by reason of insanity, of any disqualifying felony listed in 49 CFR 1572.103 (Section VII, Part A), in any jurisdiction, military or civilian? Yes No

3. * Excluding juvenile cases unless convicted as an adult, have you been convicted, pled guilty including "no contest" (nolo contendere), or found not guilty by reason of insanity, of any disqualifying felony listed in 49 CFR 1572.103 (Section VII, Part B), in any jurisdiction, military or civilian, during the 7 years before the date of this application? Yes No

4. * Have you been released from incarceration in any jurisdiction, military or civilian, for committing any disqualifying felony listed in 49 CFR 1572.103 (Section VII, Part B), during the 5 years before the date of this application? Yes No

5. * Are you wanted or under indictment for any disqualifying crime listed in 49 CFR 1572.103 (Section VII, Parts A or B)? Yes No

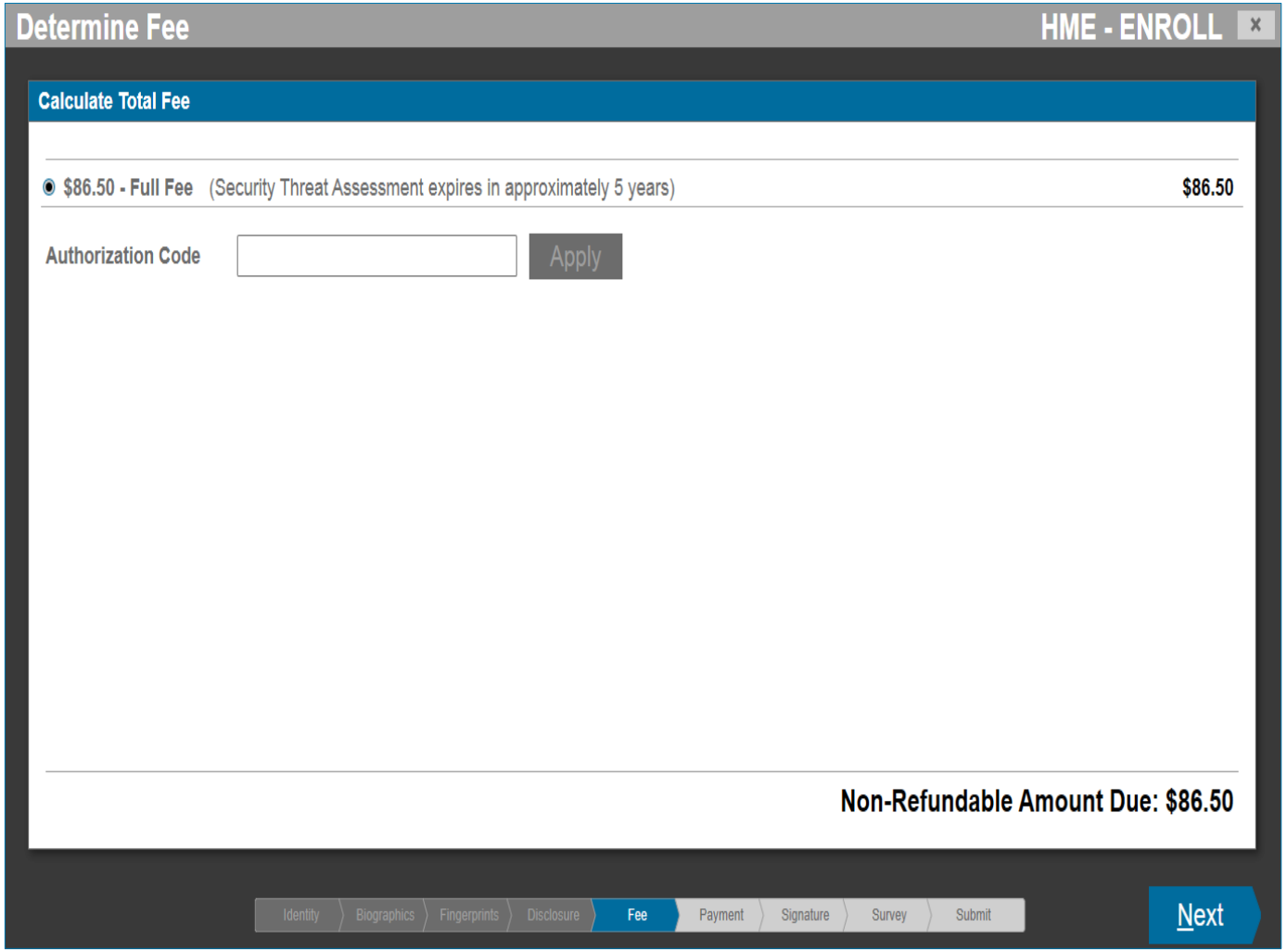
6. * Have you ever been found by a court or other lawful authority as lacking mental capacity or involuntarily committed to a mental institution? Yes No

Cancel Back Next

HME Online Renewal

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

- START
- Biographic Information
- Notices
- Citizenship
- Attributes/State
- Employment Information
- Acknowledgements
- Fee Payment
- Submission/ Confirmation
- Survey
- FINISH



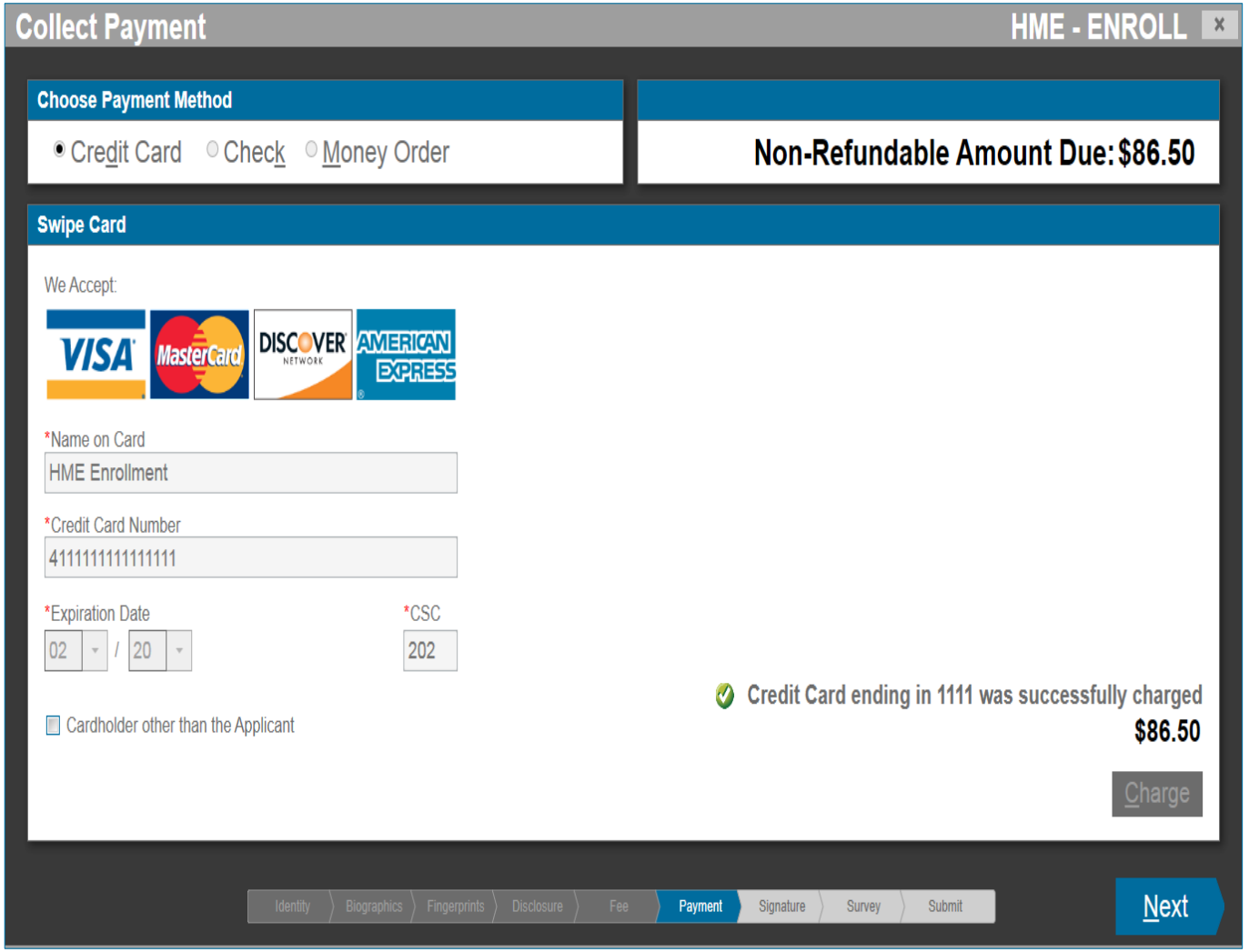
***Note: The HME online renewal fee may be reduced to reflect the enrollment segment costs of online transaction. (The example depicts the HME standard enrollment fee.)**

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

HME Online Renewal

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

- START
- Biographic Information
- Notices
- Citizenship
- Attributes/State
- Employment Information
- Acknowledgements
- Fee Payment
- Submission/ Confirmation
- Survey
- FINISH



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

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HME Online Renewal

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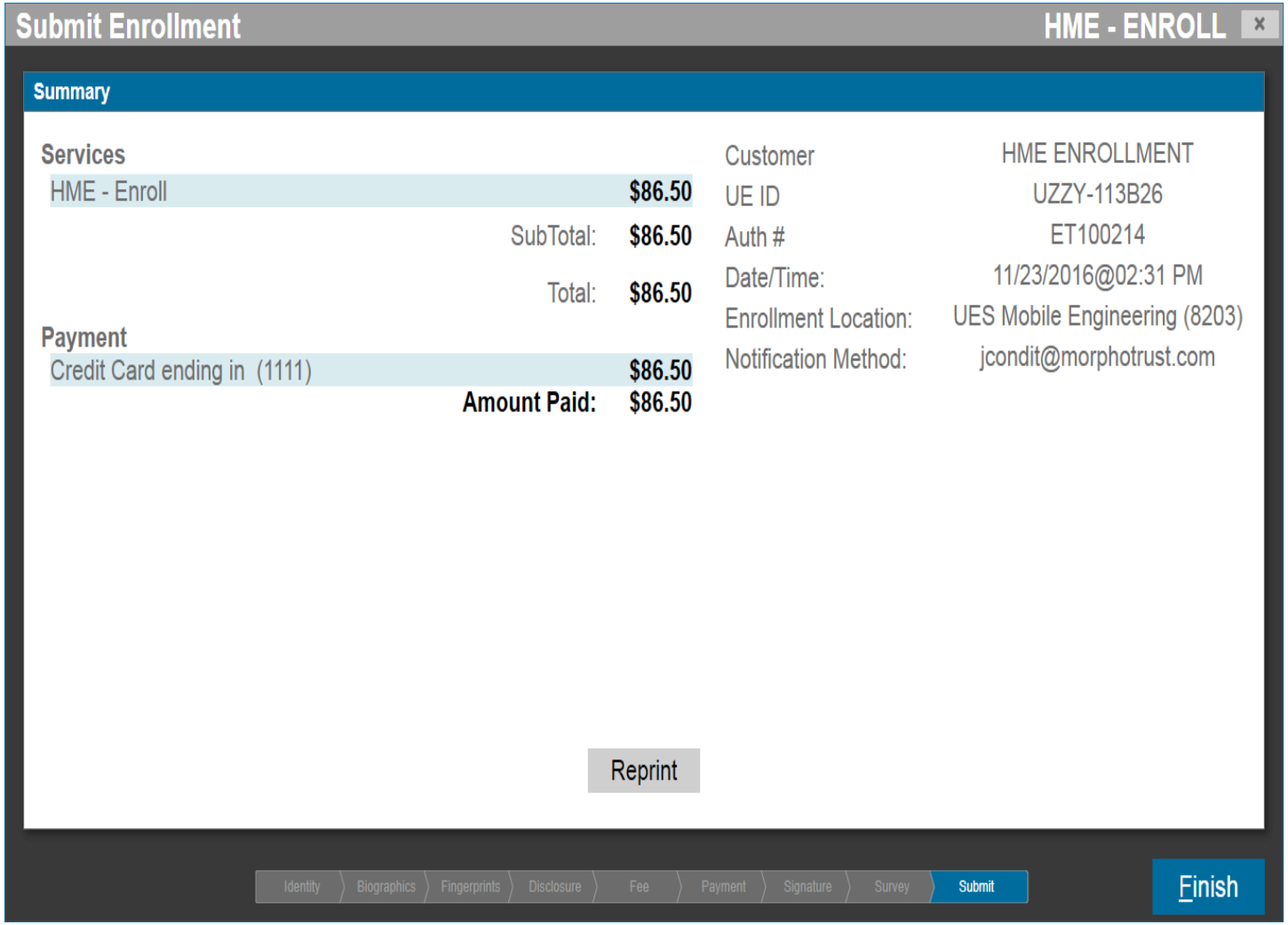
- START
- Biographic Information
- Notices
- Citizenship
- Attributes/State
- Employment Information
- Acknowledgements
- Fee Payment
- Submission/ Confirmation
- Survey
- FINISH



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

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HME Online Renewal

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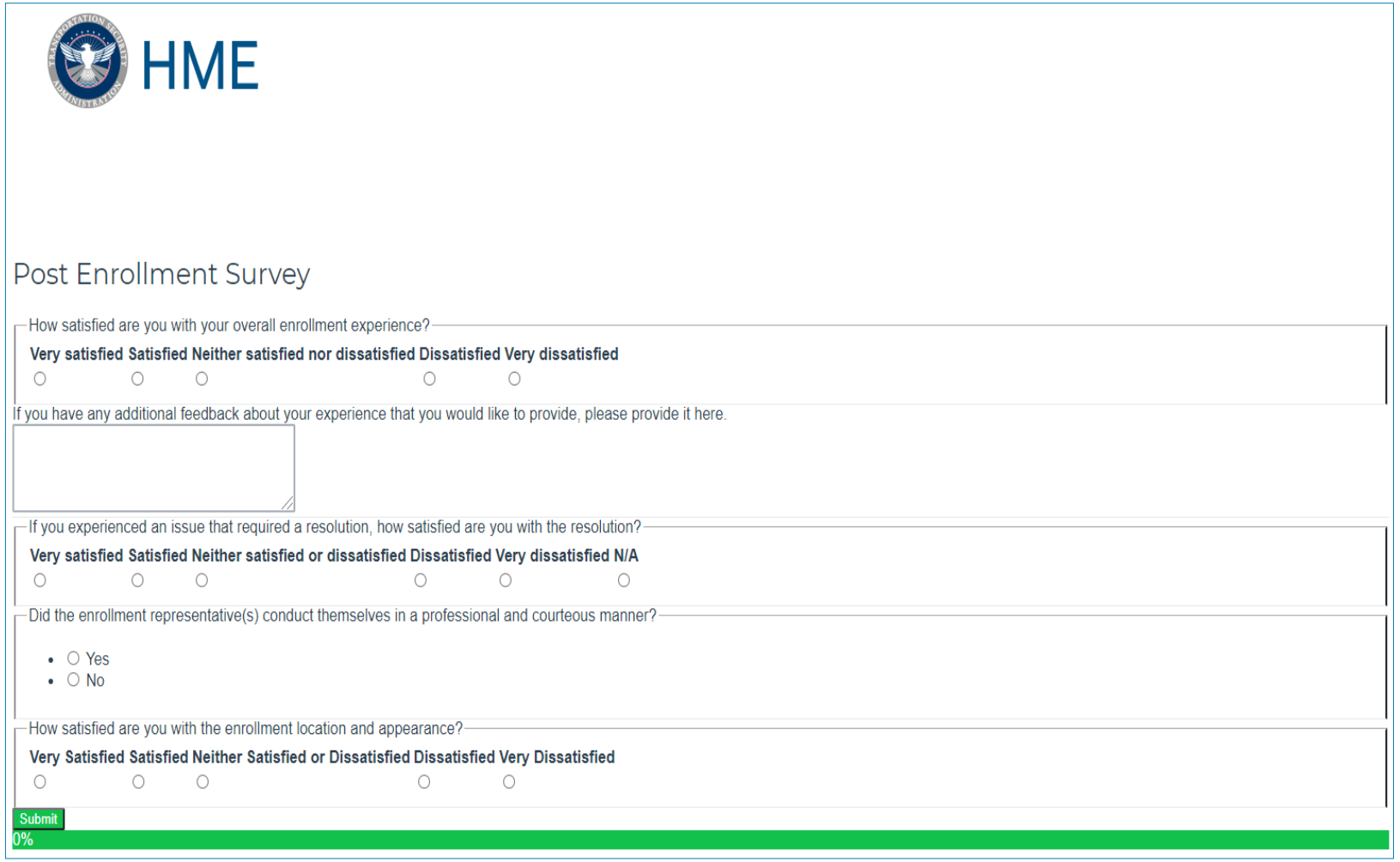
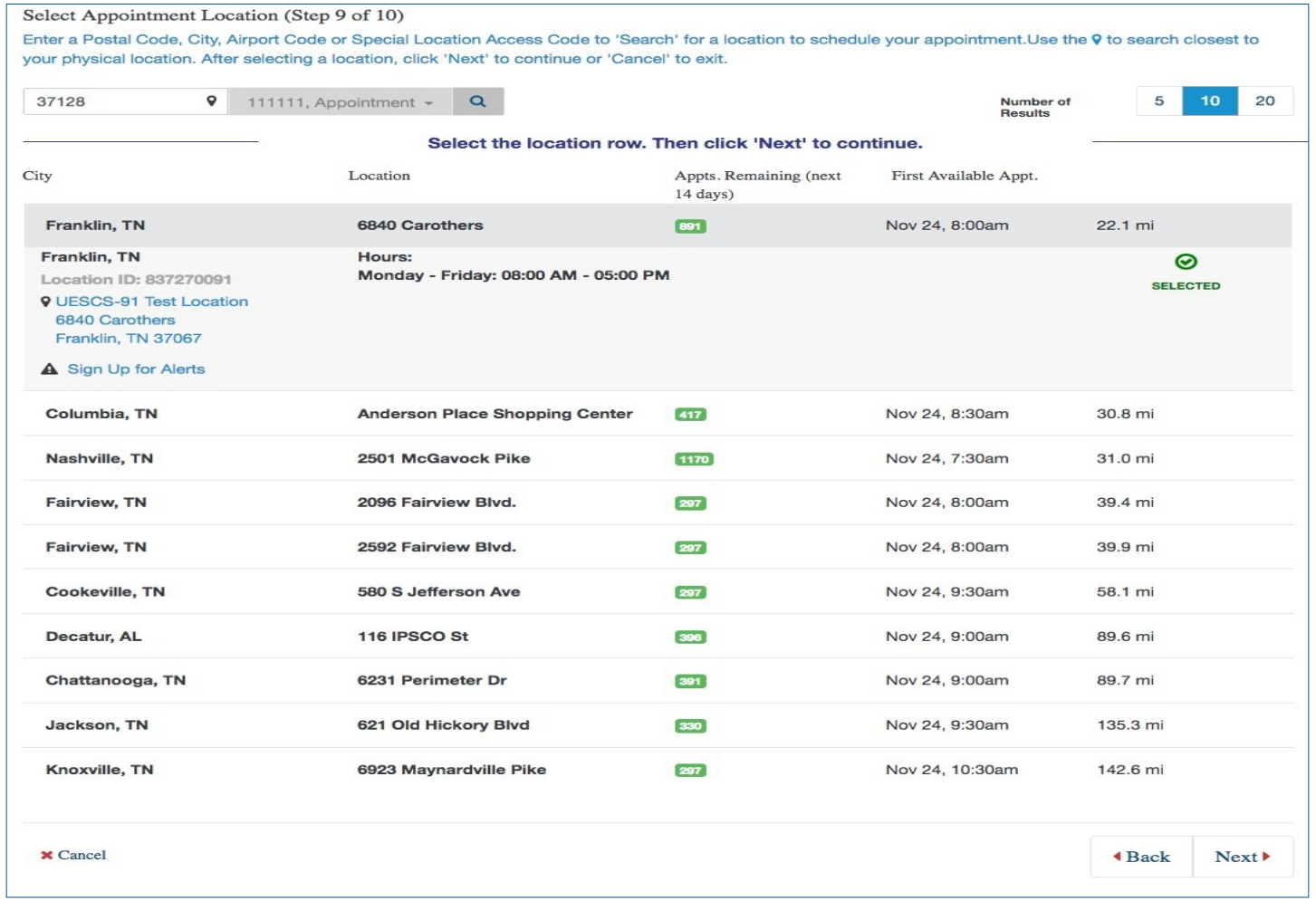
- START
- Biographic Information
- Notices
- Citizenship
- Attributes/State
- Employment Information
- Acknowledgements
- Fee Payment
- Submission/ Confirmation
- Survey
- FINISH



HME Online Renewal

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



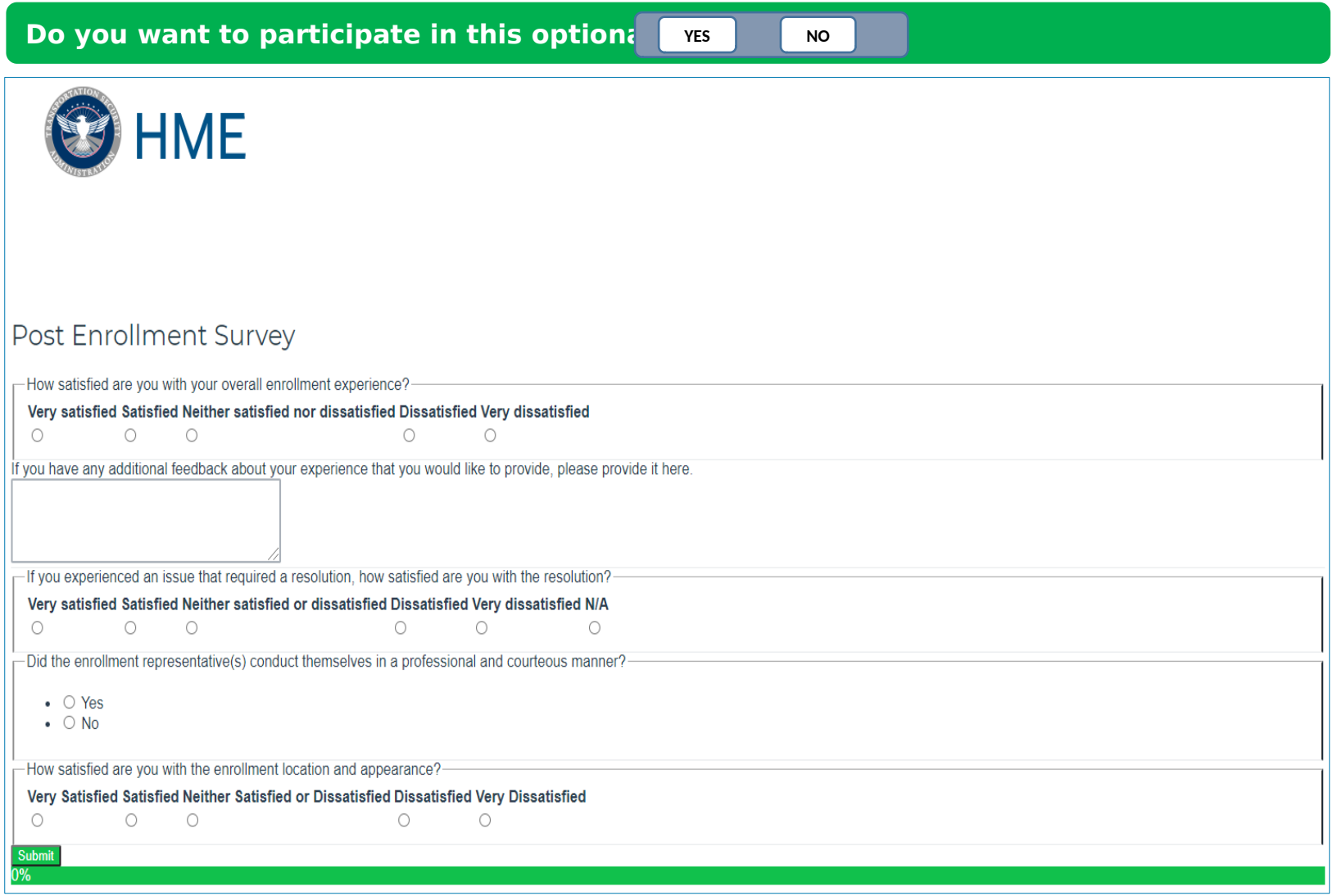
If during the online renewal process TSA determines that the applicant is required to visit an enrollment center in-person to provide updated biographic or biometric information, the applicant will have the opportunity to schedule an appointment.

Part 4

HME Post-Enrollment Survey

HME Post-Enrollment Survey

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

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 HME applicants who use TSA's enrollment provider 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.