

## SWAC Enrollment Process Overview

### Summary

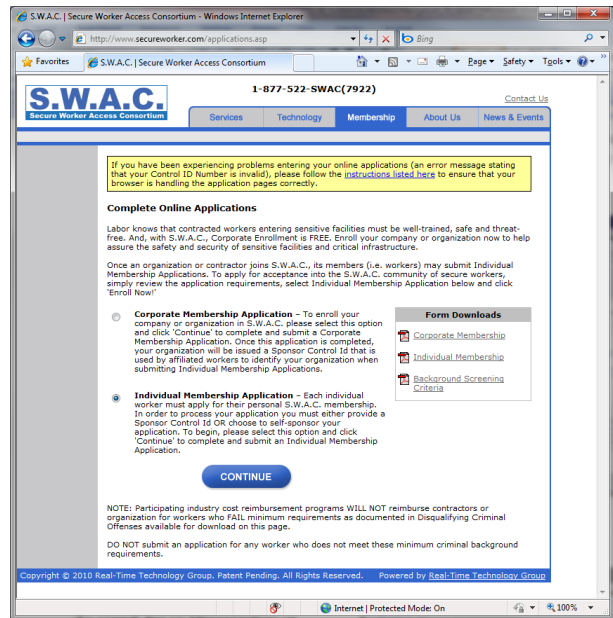
This *Customer Support Bulletin* describes the process that individual members must follow in order to enroll in the SWAC program. It provides detailed instructions for application submission by individual members, including specific direction for TWIC cardholders. Further, this bulletin also provides a brief description of the background screening and ID card delivery aspects of the SWAC program.

### Complete your membership application online

You may complete your individual membership application at any time online by going to: <http://www.secureworker.com/applications.asp>, selecting *Individual Membership Application* and clicking the CONTINUE button.

For your convenience, blank application forms are available in the “Form Downloads” section.

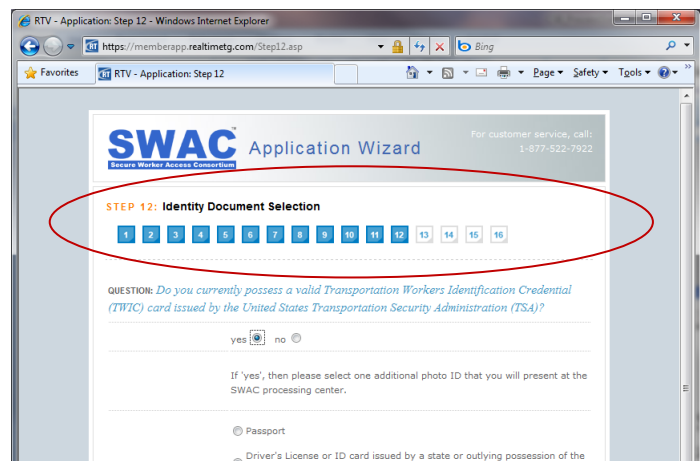
PLEASE NOTE: The background screening criteria utilized by SWAC is also available for download. This document contains a clear list of Disqualifying Criminal Offenses that should be reviewed by applicants prior to submitting a membership application. Refunds will not be provided once an application is submitted for review regardless of the findings of the background screening investigations.



### Special instructions for TWIC Cardholders

TWIC cardholders may bypass the time and expense of SWAC background screening by identifying themselves as an active TWIC cardholder and biometrically validating their credential. In order to qualify, applicants must select ‘Yes’ in response to the TWIC question on Step 12 of their SWAC membership application.

PLEASE NOTE: An original, unlaminated Social Security Card or National ID card, plus one additional form of government-issued photo ID will be required for presentation when the applicant completes enrollment at a SWAC Processing Center (required).



### Background Screening

Unless the applicant indicates that they are a current, active TWIC cardholder (see above), upon submission, each individual's application is immediately assigned to an independent, third-party background screening company to perform the required personal identity verification and criminal background investigations.

TWIC cardholders are not required to have additional background screening, however must make the proper selection during Step 12 of the application process. See *Special Instructions for TWIC Cardholders* above. **Once submitted for processing, this selection cannot be changed and refunds of screening charges will not provided.**

Identity verification and background screening investigations are performed in accordance with the requirements put forth by the United States Department of Homeland Security (DHS), Transportation Security Administration's (TSA) list of Disqualifying Criminal Offenses as detailed in 49 CFR (Code of Federal Regulations) 1542.209 and 1572.103, and as summarized by SWAC in a document entitled *2.0.7.5 Background Screening Criteria.pdf*, available for download at <http://www.secureworker.com/applications.asp>.

### SWAC Membership ID Card Delivery

SWAC Membership ID cards will be issued to all members who successfully complete the application process (including presentation of identity documents to an authorized SWAC Agent) and pass the minimum screening requirements. These cards are delivered via organization representatives or picked up at the SWAC Processing Center specified on each application. Please contact your organization's Designated Administrative Contact (DAC) or Designated Security Representative (DSR) for more information about arrangements made by your organization for card delivery.

