

SEATAC's Authorized Signatory Portal Handbook

Signatory Portal Handbook

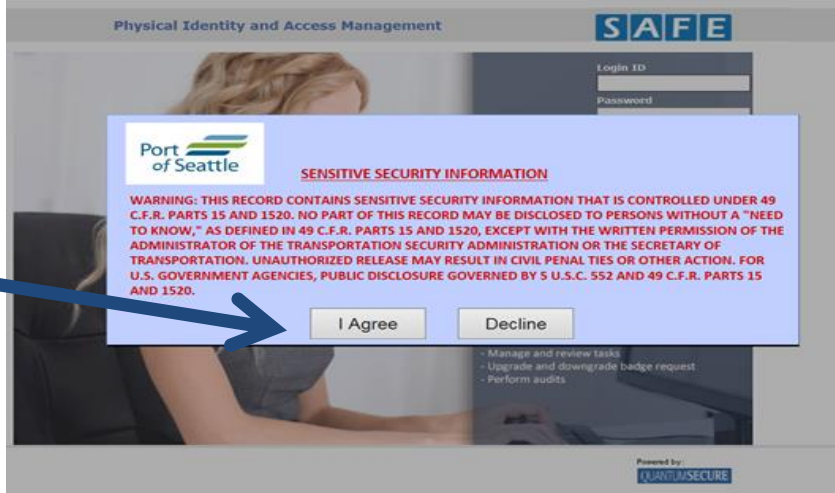


- Logging in (p.3)
- My SAFE (p.4)
- Enrolling a New Applicant (p. 5)
- Processing a Badge Renewal (p.14)
- Processing a Termination (p.17)
- Designating a Badge Lost/Stolen and authorizing a replacement (p.22)
- Requesting a Badge type change (p.25)



Accessing the Authorized Signatory Portal: <https://hosting.portseattle.org/SAFESelfService> You must be using Internet Explorer!

I Agree



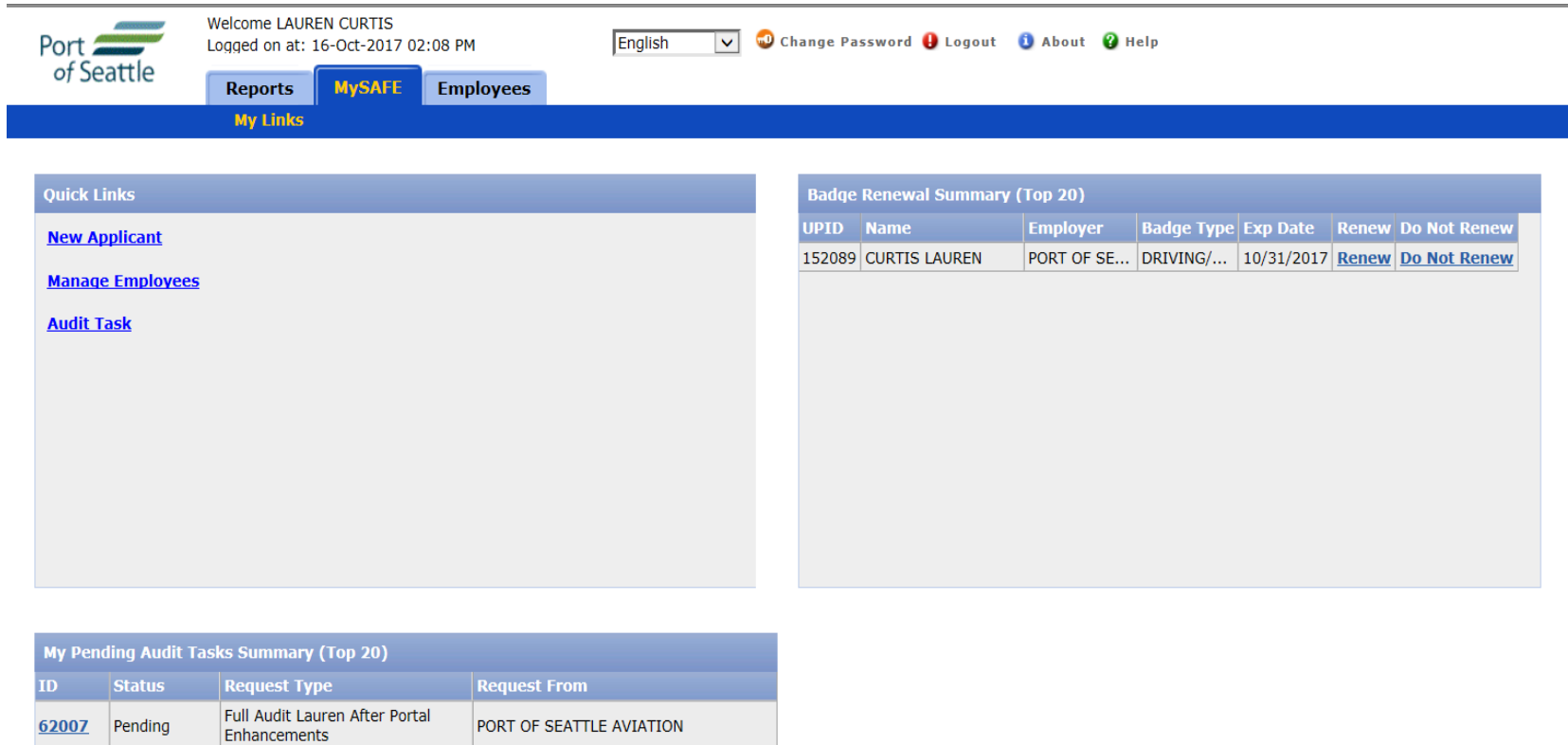
Sign in using your login ID and password

Forgot your password? Follow this link.



Signatory Portal

There are three tabs available once you log into the portal (Reports, MySAFE, Employees). The portal will default to the My SAFE tab where nearly all badging related transactions may be completed. Please note that the Badge Renewal Summary pane displays all active employees that are within 60 days of badge renewal.



The screenshot shows the Signatory Portal interface for user LAUREN CURTIS. The user is logged in at 16-Oct-2017 02:08 PM. The interface includes a navigation bar with tabs for Reports, MySAFE (selected), and Employees. Below the navigation bar is a blue bar with 'My Links'. The main content area is divided into three sections: Quick Links, Badge Renewal Summary (Top 20), and My Pending Audit Tasks Summary (Top 20).

Quick Links

- [New Applicant](#)
- [Manage Employees](#)
- [Audit Task](#)

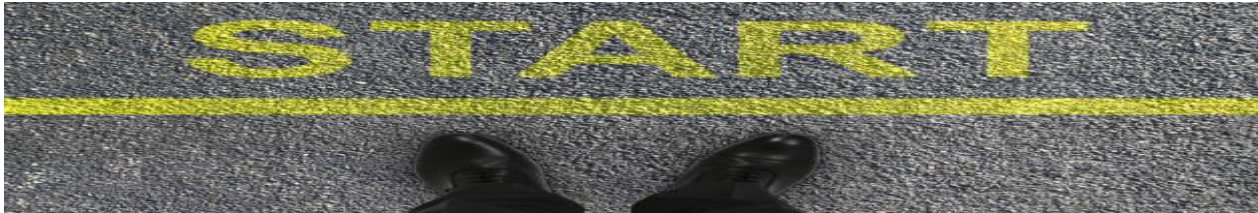
Badge Renewal Summary (Top 20)

UPID	Name	Employer	Badge Type	Exp Date	Renew	Do Not Renew
152089	CURTIS LAUREN	PORT OF SE...	DRIVING/...	10/31/2017	Renew	Do Not Renew

My Pending Audit Tasks Summary (Top 20)

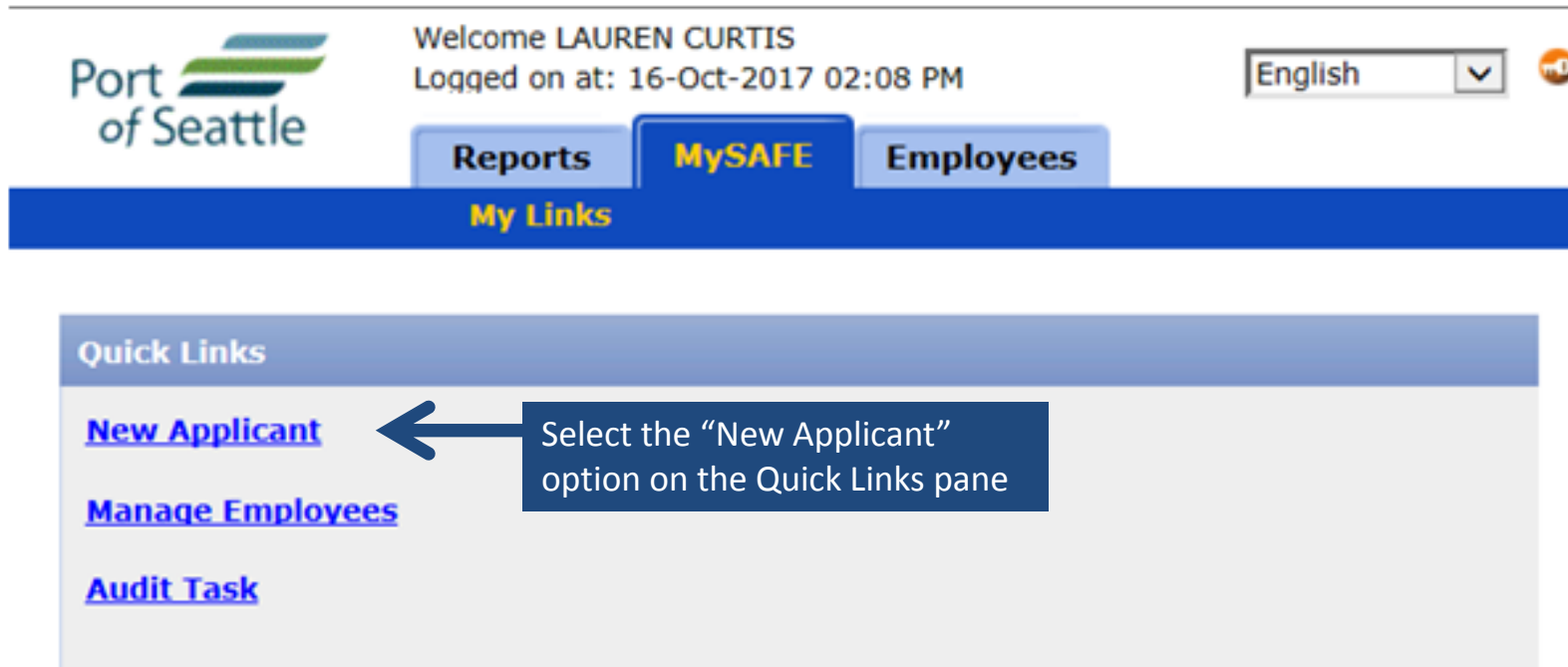
ID	Status	Request Type	Request From
62007	Pending	Full Audit Lauren After Portal Enhancements	PORT OF SEATTLE AVIATION

ENROLLING A NEW APPLICANT



- Signatories have an important role in sponsoring an individual for a security ID Badge. Your responsibility includes verifying the identity of the individual being sponsored by your company. **TSA has mandated that Employment Authorization expiration dates MUST be associated to the end date of the badge.** Please remind your employees to renew employment authorization criteria in advance to avoid receiving a badge expiration less than 2 years.
- The Signatory must validate personal and biographical information required for mandated background checks consistent with Transportation Security Administration requirements.
- Applicants seeking a badge must present documents that establish employment authorization as well as identity consistent with Federal I-9 Requirements. Information on acceptable documents may be found at our website: <https://www.portseattle.org/employee-services/credentials-trainings>
- Applicants must present original, valid and unexpired documents, in person, to the Credential Center when applying for a new badge.

ENROLLING A NEW APPLICANT



The screenshot shows the MySAFE portal interface. At the top left is the Port of Seattle logo. To its right, the user is welcomed as LAUREN CURTIS and the login time is 16-Oct-2017 02:08 PM. A language dropdown menu is set to 'English'. Below the header are three tabs: 'Reports', 'MySAFE' (which is highlighted), and 'Employees'. A blue bar below the tabs contains the text 'My Links'. The main content area is titled 'Quick Links' and contains three links: 'New Applicant', 'Manage Employees', and 'Audit Task'. A blue callout box with a white arrow points to the 'New Applicant' link, containing the text: 'Select the "New Applicant" option on the Quick Links pane'.

- Once identity has been verified, it is a “best practice” to enroll the applicant while they are face-to-face and can answer any questions or clarify any information that may be in question.
- **REMEMBER** – for the sake of background checks it is critical that the information entered in the SAFE Signatory Portal be complete and accurate!

ENROLLING A NEW APPLICANT

Port of Seattle
Welcome LAUREN CURTIS
Logged on at: 16-Oct-2017 02:08 PM
English Change Password Logout About Help

Reports MySAFE Employees
Personnel | Audit

Employees -> Personnel -> General
New Applicant Step 1 of 2

General Details

UPID	7195414	Phone*	{ 222 } 222 - 2222
Last Name*	CURTIS	Additional Contact	{ } - { }
First Name*	FRANKIE	SSN	123 - 45 - 678
Middle Name	LILLIAN	Place of Birth*	United States of America
Status*	Pre-Enrolled	State (if USA)	Alaska
Application Date	16-Oct-2017	Citizenship*	United States of America
End Date		Ethnicity*	Pacific Islander
Date of Birth*	10-Jun-1977	If Other, (Please Specify)	
Email		Employer*	PORT OF SEATTLE AVIATION
		Division*	SECURITY
		Job Title*	MANAGER

Address Details

Address*	1234 ABC Lane
City*	Seattle
Country*	United States of America
State (if USA)	Washington
Zip*	123433 -

Physical Details

Sex*	Female
Height*	5 ft 05 inches
Weight*	120 lb
Hair Color*	Brown
Eye Color*	Hazel

STEP 1 – Applicant Information

Please note that mandatory fields are highlighted in bold, blue with an asterisk.

All mandatory fields must be completed.

Social Security Number is mandated by TSA! You must enter SSN.

Leave End Date Blank. The Credential Center will update based on Employment Authorization or contract expiration.

ENROLLING A NEW APPLICANT

Port of Seattle
Welcome LAUREN CURTIS
Logged on at: 16-Oct-2017 02:08 PM
English | Change Password | Logout | About | Help

Reports | MySAFE | Employees
Personnel | Audit

General | Privileges
Employees -> Personnel -> General

New Applicant Step 1 of 2

General Details

UPID: 7195414
Last Name*: CURTIS [Alias](#)
First Name*: FRANKIE
Phone*: { 222 } 222 - 2222
Additional Contact: { } - { }
SSN: 123 - 45 - 6789

Alias Details

	Last Name	First Name	Middle Name
Alias1	SMITH	MARILEE	LILLIAN
Alias2			
Alias3			

Apply | Close

Job Title*: MANAGER

Address Details

Address*: 1234 ABC Lane
City*: Seattle
Country*: United States of America
State (if USA): Washington

Physical Details

Sex*: Female
Height*: 5 ft 05 inches
Weight*: 120 lb
Hair Color*: Brown

The Alias link should be used to enter other legal names the applicant has used. Since this is part of the background check, be sure to ask the applicant if they've used other names or aliases.

ENROLLING A NEW APPLICANT

The screenshot shows a web form for enrolling a new applicant. The form is divided into several sections: Personal Information, Address Details, and Physical Details. A modal error message is displayed over the form, stating "Please add a Badge Type".

Personal Information:

- Last Name*: CURTIS
- First Name*: FRANKIE
- Middle Name: LILLIAN
- Status*: Pre-Enrolled
- Application Date: 16-Oct-2017
- End Date: (empty)
- Date of Birth*: 10-Jun-1977
- Email: (empty)

Address Details:

- Address*: 1234 ABC Lane
- City*: Seattle
- Country*: United States of America
- State (if USA): Washington
- Zip*: 123433

Physical Details:

- Sex*: Female
- Height*: 5 ft 05 inches
- Weight*: 120 lb
- Hair Color*: Brown
- Eye Color*: Hazel

Buttons: Reset, Next, Submit, Close.

Modal Message: "Please add a Badge Type" (with a yellow warning icon and an OK button).

Callouts: A red circle with the number "1" is positioned over the "Submit" button. A red circle with the number "2" is positioned over the "OK" button in the modal message.

When you have completed the template, select "SUBMIT"

You will be prompted to "Please add a badge type" select "OK" and you will be taken to the Privileges tab.

ENROLLING A NEW APPLICANT

Port of Seattle
Welcome LAUREN CURTIS
Logged on at: 16-Oct-2017 02:08 PM
English | Change Password | Logout | About | Help

Reports MySAFE Employees
Personnel | Audit

General Privileges

Employees -> Personnel -> Privilege

New Applicant Step 2 of 2

Add/Edit Privileges

Badge Type*

Privilege
Authorized Signatory
Custom Seal
LEO

Badge Type	Privilege	Assigned Date	Remove
------------	-----------	---------------	--------

STEP 2

- Select the drop down menu for Badge Type and make your selection
- Click "Add"
- Click Submit when finished

ENROLLING A NEW APPLICANT

Port of Seattle

Welcome LAUREN CURTIS
Logged on at: 16-Oct-2017 02:08 PM

English Change Password Logout About Help

Reports MySAFE Employees

Personnel | Audit

General Privileges

Employees -> Personnel -> Privilege

New Applicant Step 2 of 2

Add/Edit Privileges

Badge Type*
RESTRICTED

Privilege
Authorized Signatory
Custom Seal
LEO

Add Update

Badge Type	Privilege	Assigned Date	Remove
<input type="checkbox"/> RESTRICTED		16-Oct-2017	Remove

Back Submit

You have the ability to request Authorized Signatory privilege. Training is required annually.

Note: LEO and CBP privileges are not authorized via the Portal. Our current processes will remain the same.

ENROLLING A NEW APPLICANT

Port of Seattle
Welcome LAUREN CURTIS
Logged on at: 16-Oct-2017 02:08 PM
English | Change Password | Logout | About | Help

Reports | MySAFE | Employees
Personnel | Audit

General | Privileges

Employees -> Personnel -> General

New Applicant Step 1 of 2

General Details

UPID	7195414	Phone*	{ 222 } 222 - 2222
Last Name*	CURTIS	Additional Contact	{ } - { }
First Name*	FRANKIE	SSN	123 - 45 - 6789
Middle Name	LILLIAN	Place of Birth*	United States of America
Status*	Pre-Enrolled	State (if USA)	Alaska
Application Date	16-Oct-2017	Citizenship*	United States of America
End Date			Pacific Islander
Date of Birth*	10-Jun-1977		PORT OF SEATTLE AVIATION
Email			SECURITY
		Job Title	MANAGER

Address Details

Address*	1234 ABC Lane
City*	Seattle
Country*	United States of America
State (if USA)	Washington

Physical Details

Sex*	Female
Height*	5 ft 05 inches
Weight*	120 lb
Hair Color*	Brown

Enrollment Authentication

Enter PIN

Authenticate Cancel

Once you have satisfied all the required fields, and made a badge type selection, you will be required to authenticate the enrollment with a PIN number. The PIN number is the same PIN number associated with your airport ID badge.

ENROLLING A NEW APPLICANT

Welcome LAUREN CURTIS
Logged on at: 16-Oct-2017 02:08 PM

English | Change Password | Logout | About | Help

Reports | MySAFE | Employees


Personnel | Audit

General | Occupation | Privileges | **Review & Print**

Employees -> Personnel -> Review & Print

CURTIS FRANKIE|7195414|Pre-Enrolled Pre-Enrolled

Employer/Occupation* PORT OF SEATTLE AVIATION

APPLICANT NAME: FRANKIE CURTIS	UPID: 7195414	BADGE TYPE: RESTRICTED
AIRPORT IDENTIFICATION BADGE (AIB) APPLICATION		

APPLICANT GENERAL DATA				
LAST NAME CURTIS	FIRST NAME FRANKIE	MIDDLE NAME LILLIAN	SUFFIX	
ALIAS LAST NAME 1. SMITH	ALIAS FIRST NAME 1. MARILEE		ALIAS MIDDLE NAME 1. LILLIAN	
PERSONAL PHYSICAL ADDRESS 1234 ABC LANE	CITY SEATTLE	STATE WASHINGTON	COUNTRY USA	ZIP 123433
PRIMARY PHONE 222-222-2222	CELL / WORK PHONE	PRIMARY EMAIL		

Once you have successfully submitted the electronic application, you will be taken to the “Review and Print” tab.

YOU ARE DONE!

This document is an overview of the badge application just completed. Both you, as the Authorized Signer, as well as the employee have responsibilities listed in this form. This can be printed for your records and shared with the employee. This form WILL NOT be required at the time of the badge appointment, but the applicant will sign indicating they were made aware of the badge terms and conditions.

PROCESSING A BADGE RENEWAL



Employees with an ACTIVE badge status are permitted to renew their security ID Badge up to 60 days prior to the expiration date shown on the badge.

PROCESSING A BADGE RENEWAL



Welcome LAUREN CURTIS
Logged on at: 16-Oct-2017 02:08 PM

English | Change Password | Logout | About | Help

Reports | **MySAFE** | Employees

My Links

Quick Links

- [New Applicant](#)
- [Manage Employees](#)
- [Audit Task](#)

Badge Renewal Summary (Top 20)

PID	Name	Employer	Badge Type	Exp Date	Renew	Do Not Renew
7035414	CURTIS FRANKIE	PORT OF SE...	RESTRICT...	12/05/2017	Renew	Do Not Renew

Employees due for renewal within 60 days will appear in the Badge Renewal Summary pane on the MySAFE tab.

To authorize an employee renewal, click on "Renew" next to the employee's name.

PROCESSING A BADGE RENEWAL

APPLICANT ACCESS LEVELS & PRIVILEGES	
LIST OF ALL ACCESS LEVELS	ACCESS PRIVILEGES 1. RESTRICTED
I, <u>FRANKIE CURTIS</u> , have provided information on this form that is true, complete and correct to the best of my knowledge. I also have provided this information in good faith and authorize the release of this information to the TSA and other Federal, State, and local agencies on an as needed basis.	
SIGNATURE <input checked="" type="checkbox"/>	DATE:

PAGE 4 of 4

APPLICANT INITIAL: _____ DATE: 16-Oct-2017

Back

Renew Employee Application

Print Application

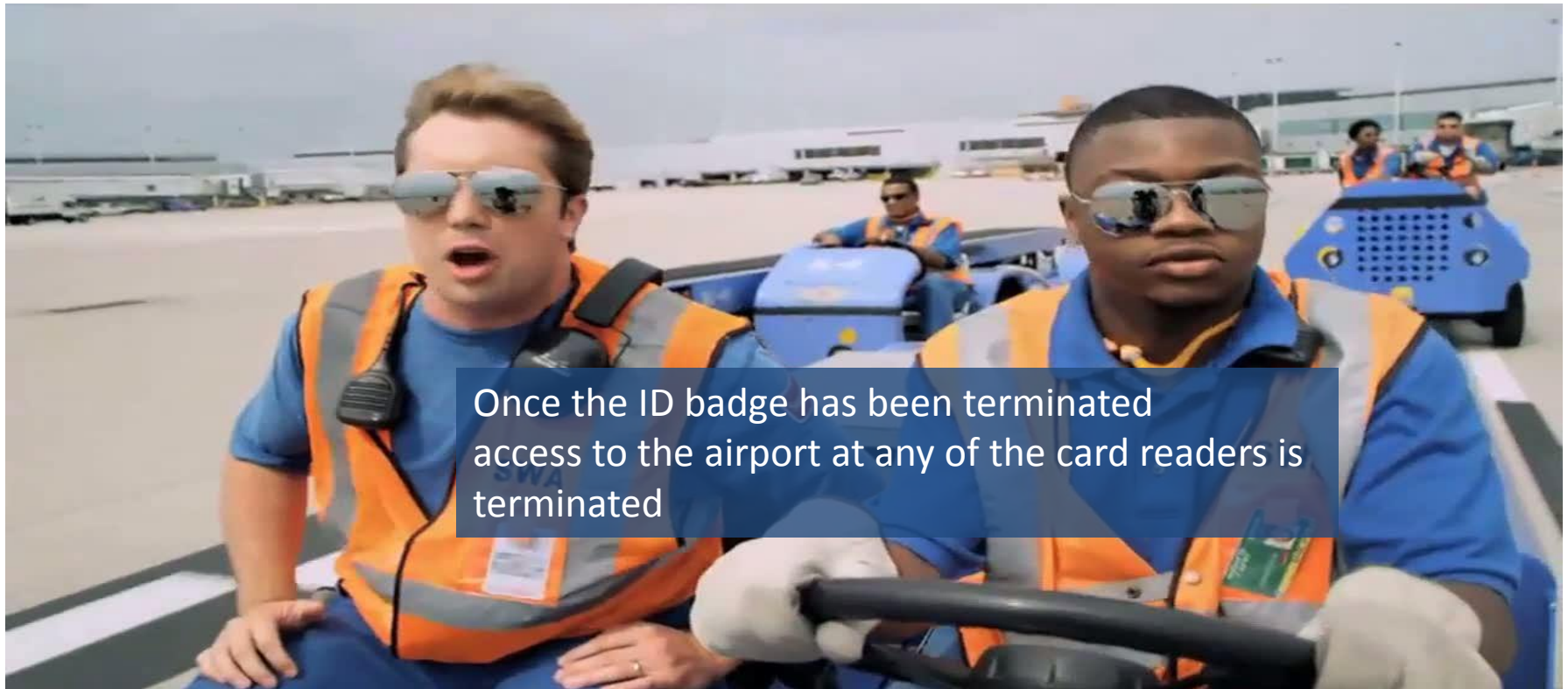
Close

Once you have renewed from the dashboard, you will be taken to the Review & Print tab. Review the applicant's information for accuracy, if changes need to be made go back to the General tab. Once finished, scroll to the bottom of the form and select "Renew Employee Application".

Caution!! Once you RENEW the applicant, they will be REMOVED from your badge renewal summary pane so it is important to note for your records who you have renewed. It is recommended that you make renewal appointments in conjunction with renewing the badge application.

PROCESSING A TERMINATION

Processing an ID Badge termination in the Authorized Signatory Portal immediately disables the card access. If an employee is no longer employed, or no longer has a business need for an ID badge, the card status should be changed to “TERMINATED”.



PROCESSING A TERMINATION

Welcome LAUREN CURTIS
Logged on at: 16-Oct-2017 03:48 PM

English

Reports MySAFE Employees

My Links

Quick Links

- New Applicant
- Manage Employees
- Audit Task

1

Select the “Manage Employees” link on the MySAFE Quick Links page.

Welcome LAUREN CURTIS
Logged on at: 16-Oct-2017 03:48 PM

English Change Password

Reports MySAFE Employees

Personnel | Audit

Employees

Employees -> Personnel -> Search Employee Details

Employee General Details

UPID	<input type="text"/>	Card Number	<input type="text"/>
SSN	<input type="text"/>	Asset Number	<input type="text"/>
Last Name	CURTIS	Status	<input type="text"/>
First Name	FRANKIE	Job Title	-- Select --
Middle Name	<input type="text"/>		
Date of Birth	<input type="text"/>		

Reset Search



2

Search by Name

PROCESSING A TERMINATION

Port of Seattle

Welcome LAUREN CURTIS
Logged on at: 16-Oct-2017 03:48 PM

English  Change Password  Logout

Reports MySAFE Employees

Personnel | Audit

Employees Personnel -> General Search -> 1 Person(s) Search Results

UPID <input type="checkbox"/>	Last Name	First Name	Middle Name
<input type="checkbox"/> 7195414	CURTIS	FRANKIE	LILLIAN

Click on the employee's UPID number to access the employees SAFE record.

Remember, you may only access employees of your company or organization.

PROCESSING A TERMINATION

General Details

Updated By : Lauren Curtis, Oct 16 2017 3:58PM

UPID	7195414	Additional Contact	
Last Name	CURTIS Alias	SSN	*****6789
First Name	FRANKIE	Date of Birth	10-Jun-1977
Middle Name	LILLIAN	Place of Birth	United States of America
Status	Terminated <input checked="" type="checkbox"/>	State (if USA)	Alaska
Application Date	16-Oct-2017	Citizenship	United States of America
End Date		Ethnicity	Pacific Islander
Email		If Other, (Please Specify)	
Phone	{ 222 } 222 2222		



From "Status" drop down select "Terminated"

Address Details

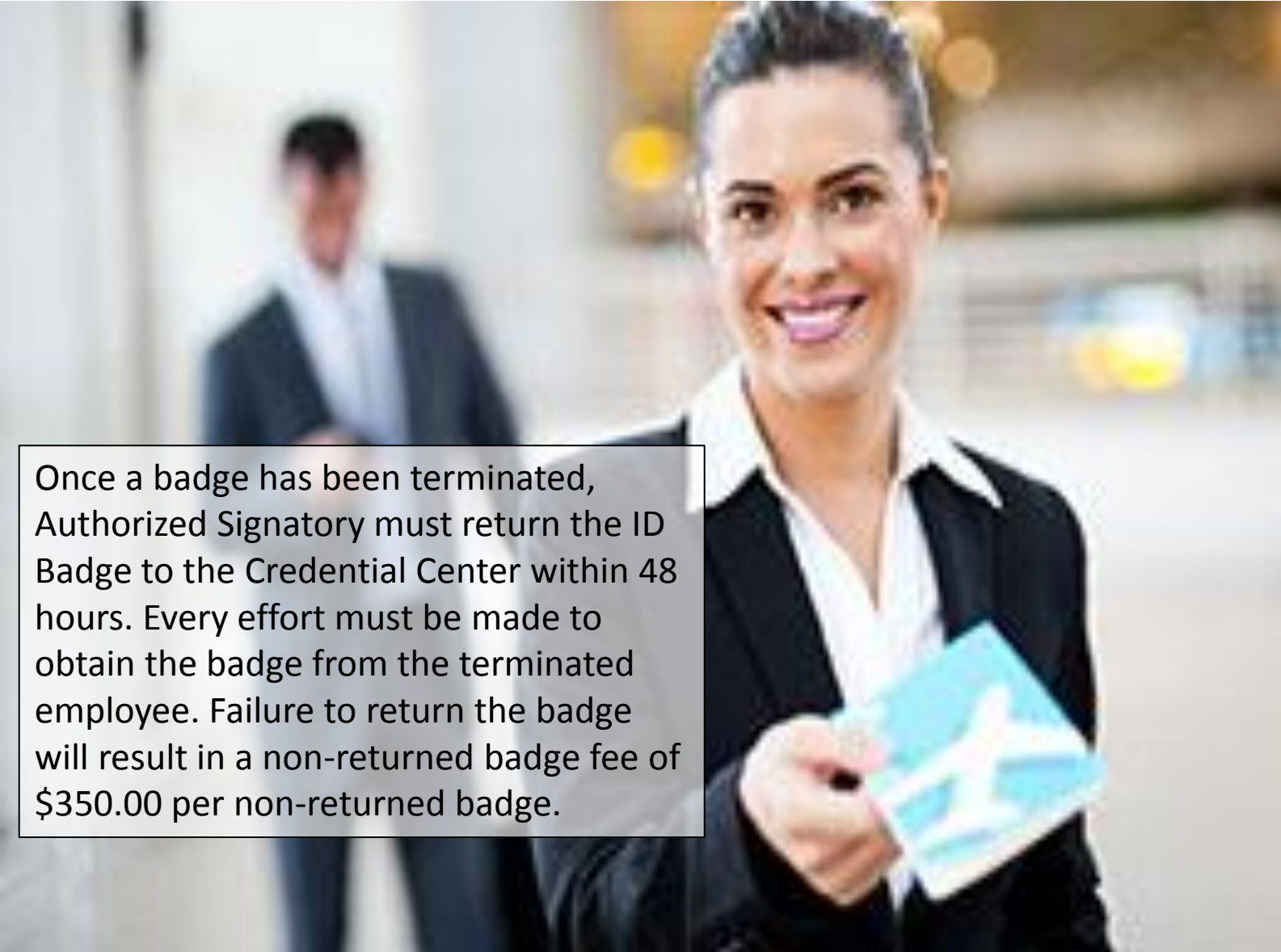
Address*	1234 ABC Lane
City*	Seattle
Country*	United States of America
State (if USA)	Washington
Zip*	123433 -

Physical Details

Sex	Female
Height	5 ft 05 inches
Weight	120 lb
Hair Color	Brown
Eye Color	Hazel

Then click SAVE at the bottom of the screen.

PROCESSING A TERMINATION



Once a badge has been terminated, Authorized Signatory must return the ID Badge to the Credential Center within 48 hours. Every effort must be made to obtain the badge from the terminated employee. Failure to return the badge will result in a non-returned badge fee of \$350.00 per non-returned badge.

PROCESSING A LOST/STOLEN BADGE

From time to time badged employees lose or misplace their ID badge. Employees who lose their badge should immediately report lost ID Badge to their Authorized Signer. The Signatory has the responsibility of changing the badge status to LOST utilizing the Authorized Signatory Portal.



If the Employee reports the badge was STOLEN, the Authorized Signer can change the badge status to reflect STOLEN in the system. Once the badge status has been changed by the Signatory, the employee may return to the Credential Center for a replacement badge. There is a \$250.00 fine associated with LOST and STOLEN badges unless a police report is provided indicating that the badge was stolen and provided the ID Badge was NOT stolen out of a vehicle. **Remember that employees should never leave their ID Badge in their vehicle.** **There is a 48 hour waiting period for any LOST badge reported.**

PROCESSING A LOST/STOLEN BADGE

Port of Seattle
Welcome LAUREN CURTIS
Logged on at: 16-Oct-2017 03:48 PM
English

Reports MySAFE Employees
My Links

Quick Links

- [New Applicant](#)
- [Manage Employees](#)
- [Audit Task](#)

1 Select the “Manage Employees” link on the MySAFE Quick Links page.

Port of Seattle
Welcome LAUREN CURTIS
Logged on at: 16-Oct-2017 03:48 PM
English Change Password

Reports MySAFE Employees
Personnel | Audit

Employees

Employees -> Personnel -> Search Employee Details

Employee General Details

UPID	<input type="text"/>	Card Number	<input type="text"/>
SSN	<input type="text"/>	Asset Number	<input type="text"/>
Last Name	<input type="text" value="CURTIS"/>	Status	-- Select --
First Name	<input type="text" value="FRANKIE"/>	Job Title	-- Select --
Middle Name	<input type="text"/>		
Date of Birth	<input type="text"/>		

Reset Search

2 Search by Name

PROCESSING A LOST/STOLEN BADGE

Click the Access Cards tab, to access card status information.

Port of Seattle
Welcome LAUREN CURTIS
Logged on at: 17-Oct-2017 09:37 AM
English | Change Password | Logout | About | Help

Reports | MySAFE | **Employees**

Personnel | Audit

General | Occupation | Privileges | **Access Cards** | Review & Print

Employees -> Personnel -> General

CURTIS FRANKIE|7195414|Active Active

General Details Updated By : Lauren Curtis, Oct 16 2017 3:58PM

Once you are on the Access Cards tab:

1. Check the box for the ACTIVE card you intend to change.
2. Change card status to LOST or STOLEN using the drop down.
3. Approve Badge for Reprint.
4. Click UPDATE.
5. Click SAVE.

Port of Seattle
Welcome LAUREN CURTIS
Logged on at: 17-Oct-2017 09:37 AM
English | Change Password | Logout | About | Help

Reports | MySAFE | **Employees**

Personnel | Audit

General | Occupation | Privileges | **Access Cards** | Review & Print

Employees -> Personnel -> Access Cards

CURTIS FRANKIE|7195414|Active Active

Employer/Occupation* PORT OF SEATTLE AVIATION

Card Number 555064 Badge Type* SEATAC Restricted

Activation Date* 16-16-16

Expiration Date 16-16-16

Deactivation Date

Card Status* Lost Approved for Badge Reprint

Reason For Deactivation Lost

Update

Employer/Occupation	Card Number	Card Status	Activation Date	Expiration Date	Badge Type
<input type="checkbox"/> PORT OF SEATTLE AVIATION	555063	Returned	16-Oct-2017	05-Dec-2017	SEATAC Restricted
<input checked="" type="checkbox"/> PORT OF SEATTLE AVIATION	555064	Active	16-Oct-2017	16-Oct-2019	SEATAC Restricted

Back Next **Save** Close

PROCESSING A BADGE TYPE CHANGE

Occasionally it may be necessary to request a badge that may allow different access to an employee who is already badged for your company.

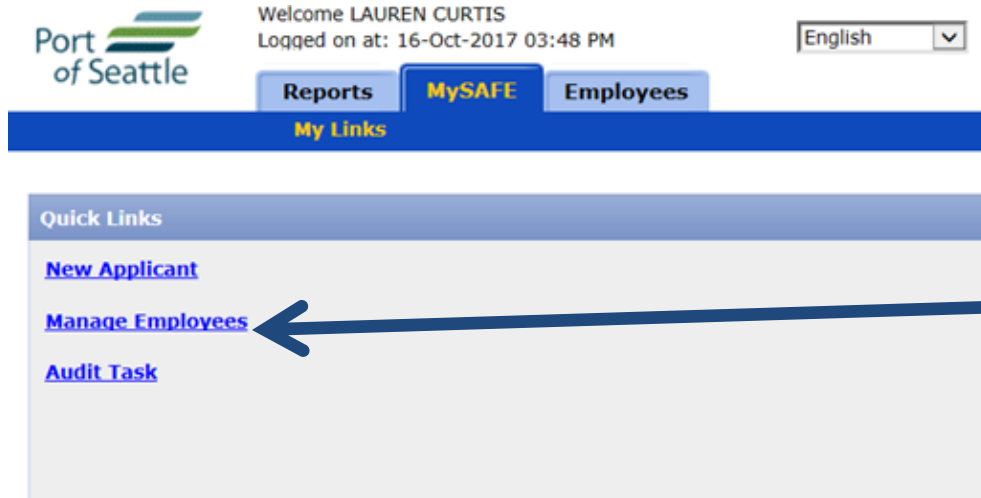
For example, an Airline employee previously badged with a SeaTac Restricted (Red) badge now needs an AOA (Blue) badge with driving capability to perform their job function. This may or may not require a job title change.

Signatories can initiate (request) the change using the Authorized Signatory Portal.



Please note that requests are subject to approval by the Credential Center and in some instances may require an additional background check. In all instances, a new badge will be printed and exchanged for the badge the employee currently hold.

PROCESSING A BADGE TYPE CHANGE



Port of Seattle
Welcome LAUREN CURTIS
Logged on at: 16-Oct-2017 03:48 PM
English

Reports MySAFE Employees

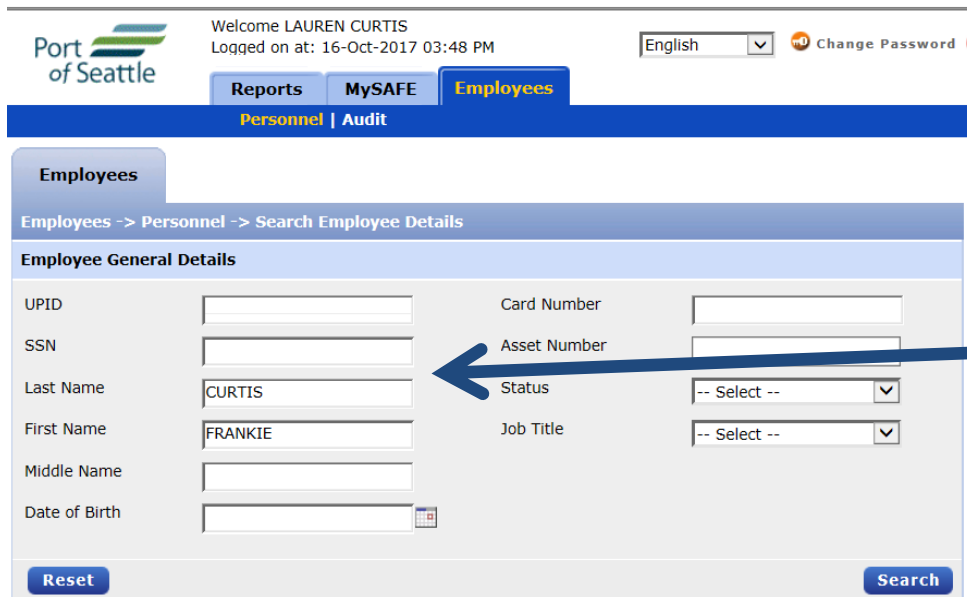
My Links

Quick Links

- New Applicant
- Manage Employees
- Audit Task

A blue arrow points from the 'Manage Employees' link to the right. A red circle with the number '1' is positioned to the right of the arrow.

1 Select the “Manage Employees” link on the MySAFE Quick Links page.



Port of Seattle
Welcome LAUREN CURTIS
Logged on at: 16-Oct-2017 03:48 PM
English Change Password

Reports MySAFE Employees

Personnel | Audit

Employees

Employees -> Personnel -> Search Employee Details

Employee General Details

UPID	<input type="text"/>	Card Number	<input type="text"/>
SSN	<input type="text"/>	Asset Number	<input type="text"/>
Last Name	<input type="text" value="CURTIS"/>	Status	-- Select --
First Name	<input type="text" value="FRANKIE"/>	Job Title	-- Select --
Middle Name	<input type="text"/>		
Date of Birth	<input type="text"/>		

Reset Search

A blue arrow points from the 'Status' dropdown menu to the right. A red circle with the number '2' is positioned to the right of the arrow.

2 Enter Name and Search

PROCESSING A BADGE TYPE CHANGE

Port of Seattle

Welcome LAUREN CURTIS
Logged on at: 17-Oct-2017 09:37 AM

English | Change Password | Logout | About | Help

Reports MySAFE Employees

Personnel | Audit

General Occupation Privileges Access Cards Review & Print

Employees -> Personnel -> Occupation

CURTIS FRANKIE|7195414|Active Active

Employer Name* PORT OF SEATTLE AVIATION

Employer Code* 081450




Division* SECURITY

Job Title* FULL EMPLOYEE SCREENER

Update

	Job Title	Employer Name	Division	Status	Start Date	End Date
<input checked="" type="checkbox"/>	FULL EMPLOYEE SCREENER	PORT OF SEATTLE AVIATION	SECURITY	Active	17-Oct-2017	

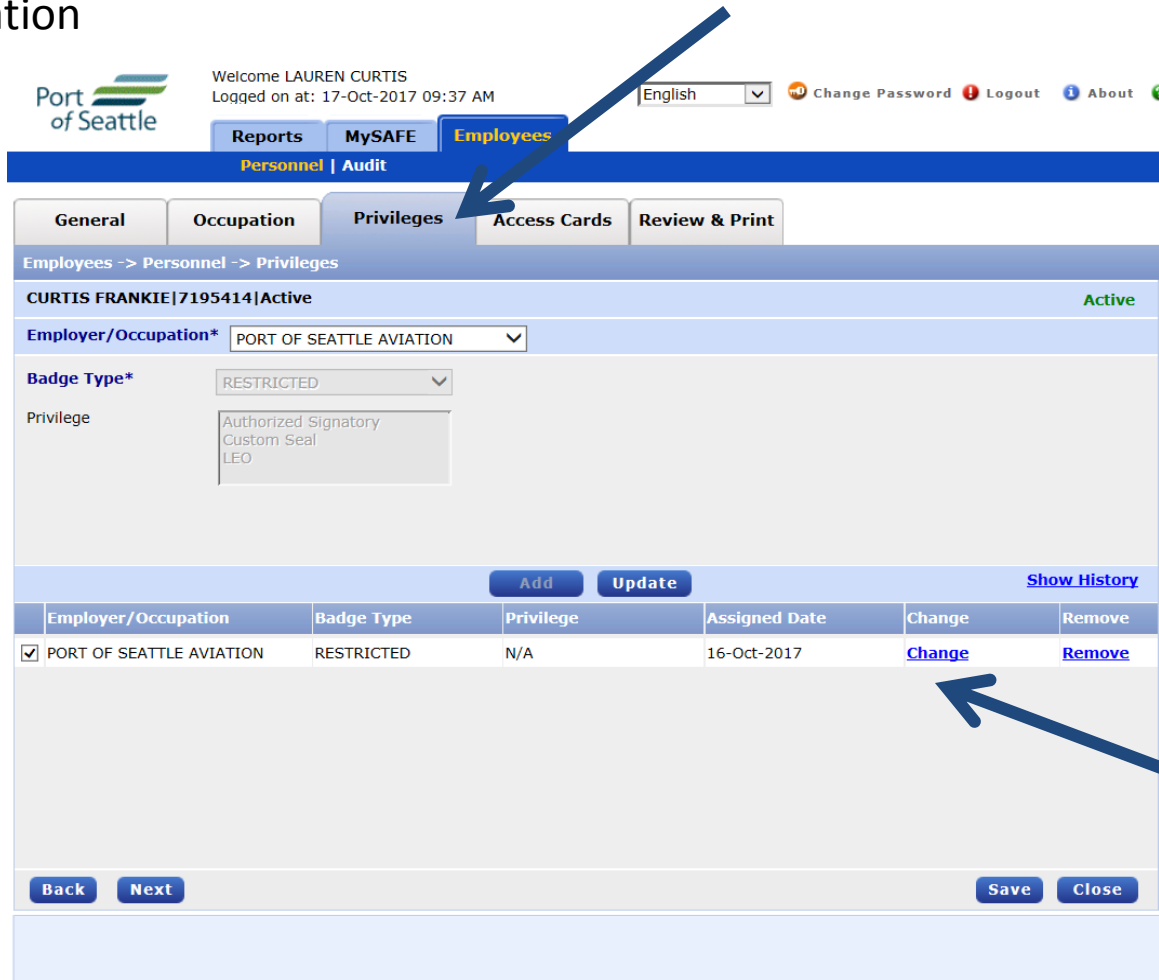
Back Next Save Close



Select new Job Title from the Job Title Drop Down, UPDATE and SAVE.

PROCESSING A BADGE TYPE CHANGE

To Change the Badge Type: Go to the Privileges tab to access Badge Type Information



Port of Seattle

Welcome LAUREN CURTIS
Logged on at: 17-Oct-2017 09:37 AM

English

Change Password Logout About

Reports MySAFE **Employees**

Personnel | Audit

General Occupation **Privileges** Access Cards Review & Print

Employees -> Personnel -> Privileges

CURTIS FRANKIE|7195414|Active Active

Employer/Occupation* PORT OF SEATTLE AVIATION

Badge Type* RESTRICTED

Privilege
Authorized Signatory
Custom Seal
LEO

Add Update Show History

Employer/Occupation	Badge Type	Privilege	Assigned Date	Change	Remove
<input checked="" type="checkbox"/> PORT OF SEATTLE AVIATION	RESTRICTED	N/A	16-Oct-2017	Change	Remove

Back Next Save Close

Click the
Change Link

PROCESSING A BADGE TYPE CHANGE

Once the CHANGE link is selected, a dialogue box “Badge type to be changed to” will drop down. Select the type you are initiating the change for and include a brief description in the Justification field.

The screenshot shows the 'Privileges' section for employee CURTIS FRANKIE. The 'Badge Type' is currently 'RESTRICTED'. A 'Badge Type Change' dialog box is open, allowing selection of a new badge type (e.g., 'DRIVING/AOA') and a justification (e.g., 'Job Title and Position Change'). The 'Request Status' is 'Pending Approval'. A 'Submit' button is visible at the bottom of the dialog box.

Confirm the change request by clicking OK.

A 'Message from webpage' dialog box with a question mark icon. The text reads: 'Doing this shall change the Badge type on approval. Press OK to continue or Cancel to return.' There are 'OK' and 'Cancel' buttons at the bottom.

Please advise the employee to return to the Credential Center with a photo ID to pick-up the new badge.

LIST OF ACCEPTABLE DOCUMENTS

ALL DOCUMENTS MUST BE ORIGINAL, UNEXPIRED AND YOUR LEGAL NAME MUST MATCH EXACTLY ON BOTH DOCUMENTS

Applicants are required to supply one document from Category I & II.

Category I - Documents that Establish Employment Authorization

U.S. Passport or U.S Passport Card



Permanent Resident Card (Form I-551) or Foreign Passport with I-551 Stamp or Temporary I-551 Printed Notation on a MRIV



Employment Authorization Card (Form I-766)



Foreign Passport & I-94 – Bearing the same name as the passport and containing an endorsement of the alien's nonimmigrant status.



Category I - Documents that Establish Employment Authorization

Certificate of Report of Birth issued by the Department of State (Forms DS-1350, FS-545, FS-240)



Birth Certificate – Must be certified copy issued by a state, county, or municipal authority, or territory of the United States bearing an official seal.



Certificate of Naturalization (N-550) or Certificate of Citizenship(N-560)



Passport of the Federates States of Micronesia or the Republic of the Marshall Islands accompanied with I-94.



Category II - Documents that Establish Identity

Driver's License – – issued by a state or outlying possession of the U.S. provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address.



Identification Card – – issued by a state or outlying possession of the U.S. provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address.



LIST OF ACCEPTABLE DOCUMENTS

ALL DOCUMENTS MUST BE ORIGINAL, UNEXPIRED AND YOUR LEGAL NAME MUST MATCH EXACTLY ON BOTH DOCUMENTS

Obtaining Required Documents before Badge Appointment

Passport: First-time passport applicants can apply for a passport by visiting a Passport Agency, Acceptance Facility, US Embassy or Consulate. Instructions for obtaining a passport can be found: <https://travel.state.gov>

Passports can be renewed through the mail by filling out the online application, attaching a photo, including the fee and your old passport. To contact the National Passport Information Center, call: 1-877-487-2778 or TDD/TTY: 1-888-874-7793.

Birth Certificate: The Credential Center accepts original or certified birth certificates issued by a state, county, or municipal authority, or outlying possessions of the United States that bears an official seal is acceptable. *Hospital issued birth certificates are NOT accepted.*

Certified birth records can be obtained for all persons born in Seattle or King County, all Washington State births registered from 1921-present. To view information needed to obtain a birth certificate, visit: www.kingcounty.gov

If you were born outside Washington, contact the Vital Statistics Office in the state where you were born or order a replacement birth record online, visit: www.vitalchek.com

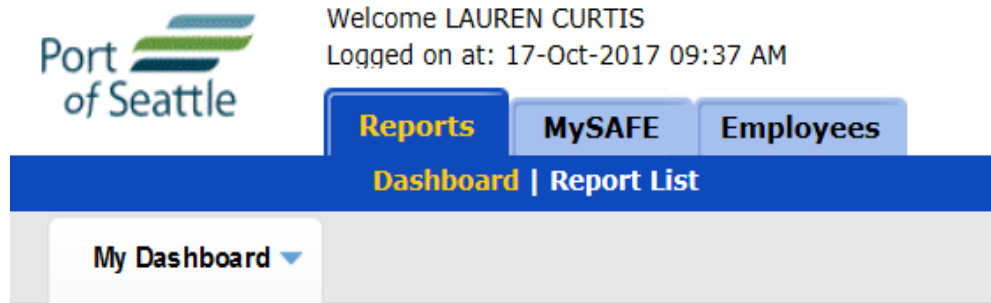
State Identification: Must be issued by a state or outlying possession of the United States. The Credential Center does not accept IDs that have been punctured or expired, unless accompanying a state-issued temporary ID.

For information to obtain a Washington state ID, visit: www.dol.wa.gov for locations, hours and requirements, or call: 1-360-902-3900.

Applicant Status (Banner in the upper right hand corner of applicants profile)	Definition
Pre-Enrolled:	Badge data has been entered by Authorized Signer
Awaiting Clearance:	Applicant has been processed by a Credential Specialist and security checks have been submitted but CHRC and STA have not yet cleared
Security Check Complete:	Applicant has passed CHRC and/or STA but has not completed training.
Ready to Badge:	Applicant has a CHRC and STA clearance and Training has been completed by the applicant. The applicant is ready to pick up the badge within 30 business days of the last security check clearance. Badge has not yet been issued.
Active:	Applicant has picked up the badge within the required 30 business days.
Suspended:	Applicant occupation is suspended. Badge is Inactive
Terminated:	Applicant occupation is terminated. Badge is Inactive
Badge Status (Access Cards Tab in the Portal)	Definition
Active	Badge is active and printed.
Confiscated	Badge is inactive and confiscated for a security violation.
Damage	Badge is damaged and a new badge printed.(You will see this status for various reasons)
Expired	Badge is expired and has not been returned
Inactive	Badge is not active and has not been returned
Lost	Badge has been reported as missing by an Authorized Signer. Authorized Signer will check the Approved for Badge Reprint box to authorize CS to print replacement badge for applicant.
Returned:	Badge has been returned to the Credential Center.
Rebadge	Badge is active. The badge needs to be reprinted. This happens anytime something on the face of the badge has been modified (Name, Job Title). This normally occurs because CBP has approved a SEAL and the badge needs to be reprinted.
Renew & Renew Authorized	Badge approved for renewal by Authorized Signer. If the badge is not expired and the AS has renewed in the portal the card status will be Renew. If the badge has expired but the AS renews the status will show Renew Authorized (30 days).
Revoked	After 30 days of Inactive/Not Returned SAFE automatically changes the card status to Revoked and triggers the unreturned badge fee
	Badge has been reported stolen by Authorized Signer. Authorized Signer will check the Approved for Badge Reprint box to authorize CS to print replacement badge for applicant. Lost badge fee will still be charged, unless employee provides an in-person police report with a case number that specifically lists Port of Seattle badge as an item that

REPORTS

In the REPORTS tab, there will be several useful reports.



1. Active Badge List
2. Expiring Badge List
3. CBP Seal Clearance Notifications
4. Security Check Notifications