

U. S. Customs & Border Protection Department of Homeland Security

Customs & Border Protection Badging hours are 0700 – 1300 Monday – Friday

The application process requires two (2) major forms of identification:

Valid State (DPS) issued ID card or Driver's License AND one additional form of ID listed below:

- * Social Security Card
- * Active Military ID Card / DD 214
- * Medical card displaying social security number

** If the Social Security Card, Active Military ID Card/DD 214 or Medical Card displaying the Social Security Number is not presented, the application will not be processed.

NOTE: A U.S. Passport may be used as form of I.D. if the applicant does not possess a valid state (DPS) issued ID card or Driver's License.

All applicants are required to present the following completed forms:

CBP Form 3078: (Application for Identification Card) No photo is required. (Please ensure that this application is completed fully before seeking access from the CBP Badge Office).

CBP Additional Instructions to Applicants for Customs Airport Security Access Form:
Completed by applicant and included in the application package.

CBP Security Access Request Form: Completed by employer and signed by an authorized person (The authorized person must have a signature on file with the City of Houston Badging Office). **It must specify the required information such as the job description along with the type of access needed.**

NOTE: If access to FIS passenger processing area ("B") is requested, specific details why access is needed must be stated under REASON FOR CUSTOMS SECURITY ACCESS. If specific details are not provided, the application will not be processed.

City of Houston Security Clearance Request Form: Obtain this form from the City of Houston, Administrative Office (Badging Office) Terminal A.

IF A FOREIGN BORN APPLICANT IS NOW A U.S. CITIZEN, HE/SHE WILL NEED TO PRESENT AT LEAST ONE OF THE FOLLOWING ORIGINAL DOCUMENTS LISTED BELOW IN ADDITION TO THE TWO MAJOR FORMS OF IDENTIFICATION ABOVE.

Naturalization Certificate
U.S. Passport
DOD Certificate for birth of U.S. Citizen born to military parents

IF THE APPLICANT IS NOT A U.S. CITIZEN, HE/SHE WILL NEED TO PRESENT THE FOLLOWING ORIGINAL DOCUMENTS LISTED BELOW IN ADDITION TO THE MAJOR FORMS OF IDENTIFICATION:

I-551 Resident Alien Card
Form I-688 Employment Authorization

If a foreign born applicant arrives **without** one of the above original documents,
THE APPLICATION WILL NOT BE PROCESSED

CBP Security Area Bond: Any contracting company that is not sponsored by another bonded company to work in the FIS area (Customs) will need to purchase a Customs Security Area Bond for their employees who will need the CBP Security Access.

If you have any questions concerning the badging process, please contact the CBP Badging Office at (281) 230-4636, 4637.

CUSTOMS AND BORDER PROTECTION SECURITY ACCESS REQUEST

TO : Customs And Border Protection Airport Security Coordinator

From : _____
Name of Employer

Request is hereby made for security area access authorization for the following employee:

NAME : _____

DATE OF BIRTH : _____

SSN : _____

ADDRESS
CITY, STATE & ZIP CODE : _____

EMPLOYEE JOBS DESCRIPTION: (MUST BE COMPLETED BY EMPLOYER)

- | | | |
|--|---|--------------------------------|
| <input type="checkbox"/> Baggage Handler | <input type="checkbox"/> Ramp Service Agent | <input type="checkbox"/> OTHER |
| <input type="checkbox"/> Aircraft Mech./ Maintenance | <input type="checkbox"/> Passenger Service Agent | _____ |
| <input type="checkbox"/> Ramp (Aircraft Cleaning) | <input type="checkbox"/> Construction Projects (IFIS) or (Ramp) | |
| <input type="checkbox"/> Aircraft Refuler (Ramp) | <input type="checkbox"/> HAS / Public Safety | |

REASON FOR CUSTOMS SECURITY ACCESS: *** (SEE NOTE BELOW) ***

*** NOTE: If access to FIS passenger processing area ("B") is requested, SPECIFIC details why access is needed must be stated under REASON FOR CUSTOMS SECURITY ACCESS. If specific details are not provided, the application will not be processed. ***

BACKGROUND CHECK: (Check one)

For persons hired on or after November 1, 1985 ___

A background check has been performed on the applicant, to the extent allowable by law, including at a minimum, references and employment history has been verified for the preceding 5 years. To the best of my knowledge, the applicant meets the conditions necessary to conduct duties in the Customs and Border Protection security areas outlined in 19 CFR 122.181-188.

For persons hired prior to November 1, 1985 ___

The listed applicant began uninterrupted employment with this company prior to November 1, 1985. To the best of my knowledge the applicant meets the conditions necessary to conduct duties in the Customs and Border Protection security areas outlined in 19 CFR 122.181-188.

Employer Authorized _____ Company _____
Signature

OFFICAL USE ONLY

TO: Department of Aviation _____ IFIS / USCB _____ Ramp / USCR

The following CBP access authorization is granted to the above-named individual:

Date: _____ BY: _____
Officer, Customs and Border Protection