

Application for CBP Security Seal Cover Sheet

Company Name: not restricted

Date of Hire: can be input either as Month Day, Year or numerically.

Address: not restricted.

Country: Only countries listed in the dropdown can be selected.

State: If US, Can, or Mex, select the state from the dropdown. If for some other country, please type the information in the unrestricted field.

(NOTE: All information input so far auto-fills application field 8).

Employee Last: not restricted.

Employee First: not restricted

Middle: **DATA MUST BE ENTERED INTO THIS FIELD.** If the employee does not document a middle name, then a space must be input into the field.

(NOTE: Employee name information auto-fills application field 3).

Birth Country: Only countries listed in the dropdown can be selected.

Citizenship: Only countries listed in the dropdown can be selected.

Gender: use the mouse to select gender.

Job Title: not restricted.

Email Address: not restricted.

Document Type: Only documents listed in the dropdown can be selected.

Document Number: not restricted.

Country of Issuance: Only countries listed in the dropdown can be selected.

State: If US, Can, or Mex, select the state from the dropdown. If for some other country, please type the information in the unrestricted field.

Expiration Date: not restricted.

Current Residential Address-

House Number: not restricted.

Street: not restricted.

Apt #: not restricted.

City: not restricted.

Postal code: Restricted to only numbers.

Country: Only countries listed in the dropdown can be selected.

State: If US, Can, or Mex, select the state from the dropdown. If for some other country, please type the information in the unrestricted field.

(NOTE: Residential information auto-fills application field 7).

APPLICATION FOR IDENTIFICATION CARD

Field 1: check the box for CBP Security Area Identification.

Field 2: can be input either as Month Day, Year or numerically.

Field 3: auto-filled from the coversheet.

Field 4: restricted to only numbers. Slashes and dashes not accepted.

Field 5: not restricted.

Field 6: can be input either as Month Day, Year or numerically.

Field 7: auto-filled from the coversheet.

Field 8: auto-filled from the coversheet.

Field 9: can be written with parentheses (for the area code) and dashes or just numbers.

Field 10: restricted to only numbers.

Field 11: If US, Can, or Mex, select the state from the dropdown. If for some other country, please type the information in the unrestricted field.

Field 12: not restricted.

Field 13: restricted to only numbers.

Field 14: not restricted.

Field 15: not restricted.

Field 16: not restricted.

Field 17: not restricted.

Field 18: not restricted.

Field 19: Use the mouse to select the checkbox.

Field 20: Use the mouse to select the checkbox.

Field 21: not restricted.

Field 22: can be input either as Month Day, Year or numerically.

Field 23: Use the mouse to select the checkbox.

Field 24: not restricted.

Field 25: not restricted.

Field 26: restricted to only numbers.

Field 27: not restricted.

Field 28: not restricted.

Field 29: use the mouse to select the checkbox. Descriptor box is not restricted.

Field 30: not restricted.

Field 31: use the mouse to select the checkbox.

Field 32: if the checkbox is selected yes, this field must be completed.

Field 33: use the mouse to select the checkbox. If the checkbox is selected, the descriptor box must be completed.

Field 34: reminder to include REAL ID complaint document. **NO DATA** necessary.

Field 35: digital signature required. Date can be input as either Month Day, Year or numerically.

ADDITIONAL INSTRUCTIONS FOR CBP AIRPORT SECURITY ACCESS

- Digital Signature Required.
- Typed Name required.
- Date can be input as can be input either as Month Day, Year or numerically.

Once the data has been completed, click the SUBMIT APPLICATION box.

If application is incomplete, you will not be able to submit. Please review application for completeness.

(In particular remember to input data in the MIDDLE NAME field on the COVER SHEET (to include a space if no middle name is given)).