



## MARYLAND PORT ADMINISTRATION Terminal ID Badge Rules

### Terminal ID Badge Issuance

Terminal ID Badges are issued at the Access Control Center (ACC) located at 2200 Broening Highway, Suite 205, Baltimore, MD 21222. Hours of operation are Monday through Friday 7:30 a.m. until 3:30 p.m. except for Maryland State observed holidays.

Individuals must have the following documents in order to obtain a Maryland Port Administration (MPA) Terminal ID Badge:

1. A completed MPA Terminal Identification Badge & Renewal Request Application on file.
2. Two forms of personal identification to include:
  - a. Valid Transportation Worker Identification Credential (TWIC) and,
  - b. Valid driver's license or in the case of non-drivers a state ID, federal or military ID. Note: Social Security cards will not be accepted for the purpose of ID badge issuance.
    - i. Hats, sunglasses or any types of facial coverings will not be permitted when taking photographs for ID badge issuance.
    - ii. All persons issued a MPA Terminal ID Badge must also obtain a vehicle decal and follow the requirements governing the registration and issuance of decals.

MPA Terminal ID Badges are the property of the MPA and must be immediately returned under the following conditions: upon expiration, upon separation of employment (for any reason), or upon demand by the MPA. The TWIC is issued under authority of the United States Government. Improper use, possession or alteration is subject to penalties under Title 18 of the U.S. Code, sections 499 and 1028. The MPA Terminal ID Badge is also subject to penalties under the Code of Maryland Regulations under Title 11 Subtitle 5 Chapter 07 Section 3 Paragraph B (1).

### Training

Individuals will be given a Security Awareness Training Study Guide prior to being issued a MPA Terminal ID Badge. Individuals must satisfactorily complete a test on security awareness topics covered in the study guide. If the applicant fails the initial test they will be afforded the opportunity to retake the test immediately. However, if the applicant fails the retake, a third test

will not be administered until the next business day. TWIC Escort training will be provided on a pre-approved and as needed basis.

### **Replacement TWIC Cards & Terminal ID Badges**

As soon as an individual realizes that their TWIC card is lost, stolen, or damaged, he/she must contact the TWIC Help Center at 855-347-8371. The TWIC Help Center will initiate your TWIC replacement card. Whether the report is filed at an Enrollment Center or via the TWIC Help Center, individuals must ensure they receive a receipt for payment.

In addition to notifying the TWIC Help Center, individuals must also notify the ACC at (410) 633-1170. The ACC will complete a Replacement Identification/Credential Data Sheet and collect a fee of \$25.00, which can be paid by check or money order payable to the MPA. Individuals will receive a receipt for payment and a badge granting them seven days unescorted access to MPA facilities **if** you previously had a valid TWIC, had been given unescorted access and have reported your card lost or stolen to TSA.

If an individual gets married, divorced, changes their name for any other reason, TSA currently requires the individual to undergo the full TWIC enrollment again (including payment), which includes having the full security threat assessment conducted via the new name. You may refer to TSA at 855-347-8371 for required documentation. In addition to changing your TWIC, individuals must also initiate the change of name on their MPA Terminal ID Badge. A corrected MPA Terminal ID Badge will be issued for name changes to the individuals for a fee of \$25.00. The MPA requires the name on your Driver's License, TWIC and MPA Terminal ID Badge to match. Individuals will be required to present their Driver's License and TWIC displaying the new name and surrender their existing MPA Terminal ID Badge.

### **Terminal ID Badge Renewal Process**

Terminal ID Badges will be valid until the expiration date printed on the front of the badge unless revoked for security reasons. Badges may be renewed during the month your badge is due to expire or no more than 30 days prior to your badge expiring. Individuals have the entire month of their birth month to renew.

To renew a MPA Terminal ID Badge, a completed MPA Terminal Identification Badge & Renewal Request Application must be on file. Individuals must have the documentation required under the **Terminal ID Badge Issuance** section above. Individuals will be required to re-test on Security Awareness and Escort topics (if applicable) at the time of renewal.