POB eBROADCAST
The Maryland Port Administration
Baltimore ~ Maryland

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Source: MPA Office of Security

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RE: MPA Terminal ID Badge Request Procedure Changes

MPA Webmasters

Maryland Port Administration

Dear MPA:

The Transportation Security Administration, Transportation Worker Identification Credential (TWIC) Program Office is improving their ability to capture identification documents and will be accepting the state issued Maryland Port Administration (MPA) Terminal ID Badge as an approved form of identification for the renewal of TWIC's. Therefore, the MPA must make some improvements to the verification and authentication of the MPA Terminal ID Badge Request process to better comply with HSPD 12 credentialing regulations. Beginning October 1, 2010:

1. All facility tenant employers; to include the Steamship Trade Association, shipping lines/agents, special escort companies, freight forwarders, sub leasers, state and federal agencies, and other maritime professionals must provide on company letterhead a list of a maximum 5 employees and their signatures that are authorized to sign MPA Terminal ID Badge Request Applications to the MPA Office of Security. This does not include contractors, vendors or suppliers.

2. The ORIGINAL completed ID badge application may be hand delivered or mailed to the MPA Security Office located on the Dundalk Marine Terminal at 2700 Broening Highway, Building 97C, Suite 123, Dundalk, MD 21222.

The MPA Office of Security will no longer accept ID badge request applications by fax or scan as these types of documents in most cases are not legible. All applications must have an original authorized signature in **blue** ink. No signature stamps will be accepted. In addition, employers will be required on a quarterly basis to provide a list of current employees to the MPA Office of Security. This will ensure only those employees who have a legitimate need, enter MPA facilities.

It is vital that all ID badges issued by the MPA are immediately returned under the following conditions:

- upon expiration,
- upon separation of employment (for any reason),
- upon demand by the MPA.

Should you have questions concerning the new procedures, please contact the MPA Office of Security at 410-633-1152.