NEW CUSTOMS SEAL APPLICATION CHECKLIST

If your employer requires you to have a US Customs’ Seal to perform your job duties, you must apply for that privilege through the CBP Seals Office.

All applicants MUST in this order:

- Clear Criminal History Records Check (CHRC) and Security Threat Assessment (STA) administered by the Airport. You company’s Authorized Signatory will notify you when this has been completed
- Submit an application (Form 3078) (Click to Access) to the Customs and Border Protection (CBP) Seals Office and a Letter of Introduction from your employer. The Letter of Introduction (Click for Sample) must be on sponsoring employer letterhead and must include Name, SSN, Date of Birth, and Date of Hire
- Provide two (2) pieces of acceptable government identification upon submission of your application and Letter of Sponsorship to enable CBP to run their background check (Note. CBP office does not accept Social Security Cards as an acceptable form of ID)
- The CBP Seals Office will advise what the approximate processing time will be for the background check to be completed
- Successfully complete Computer Based Training
- Return after the advised processing time with the same two (2) pieces of acceptable government identification that you provided when you dropped off your application
- Obtain your Clearance Memo from CBP
- Submit the to the Security Access Office East Side to have your Airport ID badge issued

Please note: This checklist is intended to remind badge applicants of all steps necessary to complete the Badging Application Process. It is not a guarantee that a badge will be issued. In most cases, adherence to this checklist will ensure that the ID Badging Office will be able to provide efficient delivery of service.

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