



## **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.

\* Effective Monday, December 5, 2016, the CBP Seals office will be integrated into the Airport's appointment system. Walk-Ins will no longer be accepted unless your badge has been lost or stolen, or you are returning additional documentation requested by the CBP Seals Office. CBP will not have a standby process. You must make an [appointment](#) to submit a Customs Seal application.

All applicants **MUST** complete the following steps in this order:

- 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 (Letter of Introduction not required if renewing badge). [The Letter of Introduction \(Click for Sample\)](#) must be on sponsoring employer letterhead and must include Name, SSN, Date of Birth, Date of Hire, and Zone.
- 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. Social Security cards are not accepted by CBP
- Unless you have been notified by a CBP officer or a member of the SAO Management team, you will **NOT** need to return to the CBP office. Your seal application will be approved in five (5) business days and the SAO will already have your CBP clearance information on file
- Make an appointment to complete Computer Based Training (CBT) at least 5 business days after the CBP seal application has been submitted
- If you plan to get your badge immediately after successfully completing your Computer Based Training (CBT), bring the **same** two (2) pieces of acceptable

***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.***

(Rev. 11/2016)

**SAN FRANCISCO INTERNATIONAL AIRPORT**  
SECURITY ACCESS OFFICE



government identification that you provided when you were fingerprinted to your CBT appointment

- Once you have successfully completed CBT, you will be placed in the badging queue to obtain your badge
- If you do not obtain your badge on the day that you complete your CBT, you will need to make an appointment to obtain your badge.

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