

Procedure for Obtaining ASPA Credentials

It is the policy of the Alabama State Port Authority (ASPA) that all persons seeking unescorted access to port facilities must obtain an ASPA issued photo ID badge to gain such access. Applicants for ASPA credentials must have a Transportation Worker Identification Credential (TWIC) in their possession in order to apply for an ASPA ID or renew an existing ID. Information about the Transportation Workers Identification Credential is available online at www.tsa.gov/twic or by calling 1-866-347-8942. The local TWIC Enrollment Center is located in the office of the Finch Company at 1505 Telegraph Rd, Chickasaw, AL.

Persons who wish to request ASPA credentials must submit the following information on a company letterhead: 1) The purpose for entering the port and the locations for which access is requested, 2) The name, social security number, date of birth, driver's license number and race of persons applying for credentials. Fax this information to ASPA CREDENTIALS REQUEST at (251) 441-7662.

Persons who have been convicted of a felony, pled guilty (including 'no contest'), or found not guilty by reason of insanity within seven (7) years of the date of the application; OR were released from prison after conviction within five (5) years of the date of the application *will not be eligible to receive an ASPA identification badge or vehicle decal.*

Security awareness training is required for all persons requesting access to Alabama State Port Authority facilities. Classes are held at 9:00 a.m. each Monday at the International Trade Center, 250 North Water Street in the Killian Room. **Reservations are required.** Applicants for credentials are responsible for requesting a reservation via email at securityclass@asdd.com or via phone at (251) 441-7203. Please note this is a two step process, the applicant must fax the required information to ASPA Credentials Request **AND** make a reservation for the class.

Persons who have a valid TWIC may apply for ASPA credentials Tuesday through Friday of each week and will receive a TEMPORARY ASPA ID upon successful completion of the required background check and payment of fees. The temporary credential will be valid for NO MORE THAN ONE WEEK and only one temporary credential will be issued per person.

The cost of the ASPA ID badge, background check and security class is \$25.00. All fees must be paid at the Credentials Office before a credential will be issued. Vehicle decals are \$25.00 and may also be purchased at the Credentials Office. Applicants for vehicle decals must present proof of ownership and insurance. Payment may only be made by money order, cashier's check or credit card (MasterCard or Visa). For additional information, please contact the Port Authority Police Department's Credentials Office at (251) 441-7002.

Spanish language classes are held upon request at 10:30 a.m. on Monday in the Port Police building at the ASPA Main Docks. Applicants must confirm their immigration status at the Port Police Credentials Office and register for the class as described above before 4:00 PM on the Thursday preceding the class.

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