



**ADDITIONAL INSTRUCTIONS TO APPLICANTS FOR  
CUSTOMS AND BORDER PROTECTION AIRPORT SECURITY ACCESS**

This addendum clarifies the meaning and intent of Question #31 on Customs and Border Protection (CBP) Form 3078, Application for Identification Card. Question #31 states “**HAVE YOU EVER BEEN CONVICTED OF ANY CRIME OR OFFENSE (Other than traffic violations, you may exclude any items which occurred before your 16th birthday) IN THIS COUNTRY OR ELSEWHERE?**”

Answer “Yes” or “No” to each question below regarding **any and all ARRESTS**. The CBP Port Director considers any false statement or omission on the application to be material to the applicant’s honesty and integrity. Failure to properly answer these or any other questions on CBP Form 3078 may cause a denial or revocation of the application.

You must answer the following questions:

- Yes  No Have you ever been charged for any offense?
- Yes  No Have you ever been arrested?
- Yes  No Have you been arrested for any offense for which adjudication was withheld or you were granted deferred adjudication even if it resulted in dismissal?
- Yes  No Have you been arrested for any offense for which you were placed on probation or placed in a pretrial diversion program even if it resulted in dismissal?
- Yes  No Have you been arrested for any offense for which you were convicted be it a misdemeanor offense or felony offense?
- Yes  No Have you been arrested for any offense for which the record was sealed and / or expunged?
- Yes  No Have you been arrested for any offense to which you pled “nolo contendere” or “No Contest”?
- Yes  No Have you been arrested for any offense meeting the above criteria that occurred in any state or any country?

If you answered “Yes” to any of the above questions, list the details and dispositions in the space below.

---

---

The only exception to the above listed items would be offenses that occurred before your 16<sup>th</sup> birthday. All other offenses must be disclosed. If you have any questions whether an offense or occurrence requires disclosure, contact a CBP Officer at the Badging Office.

The CBP Port Director considers any false statement or omission on the application to be material to the applicant’s honesty and integrity.

I have read and understand the above statements on how to properly answer question #31 of CBP Form 3078. I understand that failure to properly answer these or any other questions on CBP Form 3078 may cause a denial or revocation of my application for Customs and Border Protection security access.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

**PLEASE SIGN AND RETURN THIS FORM WITH YOUR APPLICATION PACKAGE**

# U. S. Customs & Border Protection Department of Homeland Security

U.S. Customs & Border Protection Badge Office hours: 0700 – 1300 Monday – Friday

## **The application process requires two (2) major forms of identification.**

### **All applicants, including U.S. CITIZENS, must present:**

1. Valid State issued ID (e.g. Texas DPS ID) card or State Driver's License or U.S. Passport  
AND
2. One additional form of ID listed below:
  - Social Security Card
  - Active Military ID Card / DD 214
  - Medical card displaying social security number

**\*\*\*If the Social Security Card, Active Military ID Card / DD 214 or Medical Card displaying the Social Security Number is not presented, the application will not be processed. \*\*\***

**If a foreign-born applicant is a U.S. CITIZEN, the applicant will need to present one of the following original documents listed below. *This is a requirement in addition to the two forms of ID required as noted above.***

- U.S. Naturalization Certificate
- U.S. Passport
- DOD certificate for birth of U.S. Citizen born to military parents

**If the applicant is not a U.S. CITIZEN, the applicant will need to present one of the following original documents listed below. *This is a requirement in addition to the two forms of ID required as noted above.***

- Form I-551 Resident Alien Card
- Form I-766 Employment Authorization Card

**\*\*\* If a foreign-born applicant arrives without one of the above original documents, the application will not be processed. \*\*\***

### **All applicants are required to submit the following completed forms:**

1. **CBP Form 3078:** (Application for Identification Card) No photo is required. Applicant needs to complete the application in its entirety before presenting forms to the CBP Badge Office.
2. **CBP Additional Instructions to Applicants for Customs Airport Security Access Form:** Applicant needs to complete the form in its entirety before presenting forms to the CBP Badge Office.
3. **CBP Security Access Request Form:** Completed by employer and signed by an authorized person.
  - a. The authorized person must have current signature authority on file with the City of Houston Badge Office.
  - b. The form must have the required information such as the job description along with the type of access needed.
  - c. If the applicant requires access to the FIS "B," specific details about why access is required must be stated under "REASON FOR CUSTOMS SECURITY ACCESS".  
**\*\*\* If specific details are not provided, the application will not be processed. \*\*\***
4. **City of Houston Security Clearance Request Form**

**CBP Security Area Bond:** Any contracting company, not sponsored by another bonded company to work in the FIS area (Customs), will need to purchase a Customs Security Area Bond for their employees who will need the CBP Security Access.

If you have any questions concerning the CBP badge process, please contact the CBP Badge Office.

# CUSTOMS AND BORDER PROTECTION SECURITY ACCESS REQUEST

TO : Customs and Border Protection Airport Security Coordinator

From : \_\_\_\_\_  
Name of Employer

Request is hereby made for security area access authorization for the following employee:

NAME : \_\_\_\_\_

DATE OF BIRTH : \_\_\_\_\_

SOCIAL SECURITY NUMBER: \_\_\_\_\_

ADDRESS  
CITY, STATE & ZIP CODE: \_\_\_\_\_

## EMPLOYEE JOBS DESCRIPTION: (Must be completed by employer, Check all that apply)

- |   |  |                                     |
|---|--|-------------------------------------|
| <input type="checkbox"/> Baggage Handler              | <input type="checkbox"/> Ramp Service Agent                    | <input type="checkbox"/> "B" Access |
| <input type="checkbox"/> Aircraft Mech. / Maintenance | <input type="checkbox"/> Passenger Service Agent               | <input type="checkbox"/> "R" Access |
| <input type="checkbox"/> Ramp (Aircraft Cleaning)     | <input type="checkbox"/> Construction Projects (FIS) or (Ramp) |                                     |
| <input type="checkbox"/> Aircraft Refueler (Ramp)     | <input type="checkbox"/> HAS / Public Safety                   |                                     |
|   | <input type="checkbox"/> Other _____                           |                                     |

REASON FOR CUSTOMS SECURITY ACCESS: \*\*\* (SEE NOTE BELOW) \*\*\*

\_\_\_\_\_  
\*\*\* NOTE: If access to FIS passenger processing area ("B") is requested, SPECIFIC details why access is needed must be stated under REASON FOR CUSTOMS SECURITY ACCESS. If specific details are not provided, the application will not be processed. \*\*\*

## BACKGROUND CHECK: (Check one)

For persons hired on or after November 1, 1985 \_\_\_\_

A background check has been performed on the applicant, to the extent allowable by law, including at a minimum, references and employment history has been verified for the preceding 5 years. To the best of my knowledge, the applicant meets the conditions necessary to conduct duties in the Customs and Border Protection security areas outlined in 19 CFR 122.181-188.

For persons hired prior to November 1, 1985 \_\_\_\_

The listed applicant began uninterrupted employment with this company prior to November 1, 1985. To the best of my knowledge, the applicant meets the conditions necessary to conduct duties in the Customs and Border Protection security areas outlined in 19 CFR 122.181-188.

Employer Authorized \_\_\_\_\_ CBP Class Date \_\_\_\_\_  
Print Name

Employer Authorized \_\_\_\_\_ Company \_\_\_\_\_  
Signature

## ..... OFFICIAL USE ONLY

TO: Department of Aviation

The following CBP access authorization is granted to the above-named individual:

\_\_\_\_\_ FIS / CBP "B" Access \_\_\_\_\_ Ramp / CBP "R" Access

Date: \_\_\_\_\_ Authorized by CBP Officer \_\_\_\_\_  
Print Name and Signature