



**TRADEPOINT ATLANTIC**  
**Facility Credential & Renewal Request Application**  
 ALL AREAS MUST BE COMPLETED; TYPED OR PRINTED IN INK.

**Section A: To be completed by Applicant**

Check One:  New Applicant  OR  Renewal

Name: \_\_\_\_\_ Job Title: \_\_\_\_\_  
*(Last Name, First Name, Middle Initial)*

Home Address: \_\_\_\_\_ Daytime Contact Phone No.: \_\_\_\_\_  
*(Street, City, State and Zip Code)*

Company Name (Employer) & Address: \_\_\_\_\_  
*(Street, City, State and Zip Code)*

Date of Birth: \_\_\_\_\_ U.S. Citizen:  Yes  No Alien Registration No. (If applicable): \_\_\_\_\_ Visa Code: \_\_\_\_\_

TWIC Card Expiration Date (If applicable): \_\_\_\_\_

Driver's License No. or State ID No.: \_\_\_\_\_ State of Issuance: \_\_\_\_\_

Clearance Information: Have you been convicted of a crime (misdemeanor or felony) other than a minor traffic violation in the past 5 years?  Yes  No

If yes, give details: \_\_\_\_\_

I certify that information supplied on this form is true and complete. I understand that any knowingly erroneous, misleading or fraudulent information is sufficient grounds for denial and may subject me to criminal or civil liabilities for making any false statements. I also authorize TradePoint Atlantic to conduct any records check as necessary to verify the information I have provided.

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

**Section B: To be completed by Agency or Company Sponsor**

Agency or Company Name (Employer): \_\_\_\_\_

Agency or Company Address: \_\_\_\_\_  
*(Street, City, State and Zip Code)*

Access Location: (Check Appropriate Box) TradePoint Atlantic:  Yes  No; Sparrows Point Shipyard:  Yes  No

Employee Type: The above referenced Applicant is one of the following:  TPA Employee  Tenant  Contractor  Vendor  Security Officer  
 Other \_\_\_\_\_

TWIC Escort Approved:  Yes  No (Escort privileges are approved on a case-by-case basis and limited to facility tenants and their employees. Final approval rests with TradePoint Atlantic's Director of Security)

Print Name of Company Representative and Title \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

Daytime Phone No.: \_\_\_\_\_ E-mail Address: \_\_\_\_\_

**Section C: For Office of Security Use Only**

Authorization for Facility Access:  Yes  No Credential Type Issued:  Red (Security Officer)  Blue (Marine Tenants/Vendors/Contractors)  
 Green (Development Tenants/Contractors/Vendors)  Orange (TradePoint Atlantic)  Yellow (Visitor)  Gray (Others)

Comments: \_\_\_\_\_

Application Verified by: \_\_\_\_\_ Date: \_\_\_\_\_ Director of Security/Approving Officer: \_\_\_\_\_ Date: \_\_\_\_\_

**Submission Instructions:** E-mail as a pdf file to <mailto:security@tradepointatlantic.com> with dates/times to schedule your preferred appointment. A representative from the Security team will respond your appointment date/time.



**TRADEPOINT**  
**ATLANTIC**

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# TPA Badging/ Credential Rules



## Purpose

The purpose of this procedure is to establish specific guidelines for the issuance, proper handling, designated use and access control features of Tradepoint Atlantic's identification badge.

## Scope

This policy applies to all Tradepoint Atlantic employees, Tenants, Vendors, Contractors and Security Officers.

## Practice

### Facility ID Badge Issuance

**Facility ID Badges are issued at Tradepoint Point Atlantic's Security Office, located at 1600 Sparrows Point Blvd, Baltimore, MD 21219, Monday through Friday 8:00 a.m. until 5:00 p.m and by **APPOINTMENT ONLY**, except for Maryland State observed holidays where Tradepoint Atlantic Offices will be closed.**

Individuals must have the following documents in order to obtain a Tradepoint Atlantic (TPA) Facility ID Badge:

1. A completed TPA Facility Credential & Renewal Request Application
2. A valid Government issued ID
  - 2.1. Approved ID's include:
    - 2.1.1. State issued Drivers License
    - 2.1.2. Transportation Worker Identification Credential (TWIC)
    - 2.1.3. Dept. of Defense Common Access Card (CAC)

*\* Hats, sunglasses or any types of facial coverings will not be permitted when taking photographs for ID badge issuance*

Tradepoint Atlantic Facility ID badges are the property of Tradepoint Atlantic and must be immediately returned under the following conditions: upon expiration, upon separation of employment (for any reason), or upon demand by Tradepoint Atlantic or sponsoring organization.



## Training

Upon being issued a Tradepoint Atlantic Facility ID badge, individuals will be given an overview of the facility and its rules to include facility speed limits and emergency contact number.

TWIC Escort training will be provided on a pre-approved and as needed basis.

## Replacement Facility ID Badges

As soon as an individual realizes that their Facility ID is lost, stolen, or damaged, he/she must notify Tradepoint Atlantic's Security Office at [security@tradepointatlantic.com](mailto:security@tradepointatlantic.com) to schedule a time to reissue a facility ID. Tradepoint Atlantic will complete a Replacement Identification/Credential Data Sheet and collect a fee of \$25.00, which can be paid by check or money order payable to Tradepoint Atlantic. Individuals will receive a receipt for payment and a new badge granting them access to Tradepoint Atlantic.

If an individual changes their name for any other reason (*married, divorced*), a corrected Tradepoint Atlantic Facility ID Badge will need to be issued. Tradepoint Atlantic requires the name on your Driver's License to match the Tradepoint Atlantic Facility ID Badge. Individuals will be required to present their Driver's License and or TWIC displaying the new name and surrender their existing Tradepoint Atlantic Facility ID Badge.

## Facility ID Badge Renewal Process

Facility ID Badges will be valid until the expiration date printed on the front of the badge unless revoked for security reasons. Badges may be renewed during the month your badge is due to expire or no more than 30 days prior to your badge expiring.

To renew a Tradepoint Atlantic Facility ID Badge, a completed TPA Facility Credential & Renewal Request Application must be on file. Individuals must have the documentation required under the **Facility ID Badge Issuance** section above. Individuals will be required to re-test on TWIC Escort topics (if applicable) at the time of renewal.