

## TWIC ENROLLMENT CHECKLIST

### 1) Prior to Release

- Obtain two forms of identification (State I.D. and SS Card).
- Obtain official court documents (Bill of Information, Conviction and Sentencing Minutes) showing disposition of case to bring with you for enrollment.
- Have proof of restitution payments or balance if owed if applicable (see waiver).
- Write letter of appeal in case your application is rejected so you can submit a waiver request. Make sure you show remorse and give examples of what you have accomplished to improve yourself.
- Complete TWIC Card request cover sheet to be submitted with enrollment package.
- Contact Classification staff if assistance is needed.

### 2) After Release

- Take all documents (see pages 3-6 in manual) needed to apply for a TWIC Card and go to a TWIC Card enrollment center and apply in person (see page 2 in manual).
- If your original application is rejected, submit the waiver request letter written prior to release to the TWIC Card enrollment center where you applied.
- You must include certain documentation with your waiver request letter to include 2 letters of support (see pages 9-10 in manual).
- Do not be discouraged if the original application is rejected. Most individuals are able to obtain a TWIC Card on appeal.