



U.S. Customs and
Border Protection

Port of St. Louis, Missouri

U.S. CBP Seal application process for stakeholder employees at the St. Louis International Airport



The CBP Seal application process

There are four possible procedures to complete an application for a CBP Seal.

Each procedure is based on the need of the employee and where they are in the SIDA Badge process.

The four categories:

- A new employee needing a SIDA badge with a CBP Seal
- An existing employee with a SIDA badge that has a status change and needs a CBP Seal
- A renewal for a SIDA badge with a Seal and e-Form 3078 on file with CBP
- A renewal for a SIDA badge and CBP Seal and an e-Form 3078 has NOT on file with CBP

This PowerPoint presentation will go over the step-by-step process for each category.

This PowerPoint will also cover directions for a disapproved/"hold" application and a request for more documentation.



Step by step guide for First Time, Renewal and Change of Status CBP SEAL Applications

- Do you have an employee who is new and needs a SIDA badge with a CBP Seal?
 - [Go to Slide 4.](#)
- Do you have an existing employee with a SIDA badge that has a status change and needs a CBP Seal?
 - [Go to Slide 5.](#)
- Do you have an employee who needs a renewal SIDA badge with a CBP SEAL and e-Form 3078 has already been previously submitted to CBP?
 - [Go to Slide 6.](#)
- Do you have an employee who needs a renewal SIDA badge with a CBP Seal and does not have e-Form 3078 on file with CBP?
 - [Go to Slide 7.](#)
- Directions to appeal a disapproved/hold CBP Seal application.
 - [Go to Slide 8.](#)
- Directions if an employee is asked for more documentation.
 - [Go to Slide 9.](#)



A new employee needing a SIDA badge with a CBP Seal

To complete the CBP Seal portion of a new SIDA Badge, please take the following steps:

1. Have the employee complete e-Form 3078.
2. Create an email to stlouisbadge@cbp.dhs.gov, CPBollinger@flystl.com and AVDillon@flystl.com.
3. Attach the completed Form 3078 along with two forms of the employee's ID to the email. One must prove citizenship or legal status and the other a government issued photo ID.
4. In the subject line: New CBP Seal Application / Company / Employee's Name
5. Address email stating why the employee needs a CBP SEAL. Send email for vetting.

Signatory will receive an email stating the employee is approved/held/disapproved for a CBP Seal. Please refer to **Side 8** for disapproved/held applications.



The screenshot shows an email composition interface with the following fields:

- From:** Airport SIDA Signatory
- To:** stlouisbadge@cbp.dhs.gov; CPBollinger@flystl.com; AVDillon@flystl.com
- Cc:**
- Subject:** New CBP SEAL Application / COMPANY NAME / APPLICANT'S FULL NAME

To U.S. Customs and Border Protection,

AAA Airlines is requesting a CBP SEAL for employee John Doe. John needs access to the CBP FIS / International Aircraft to perform their duties as an employee for AAA Airlines.

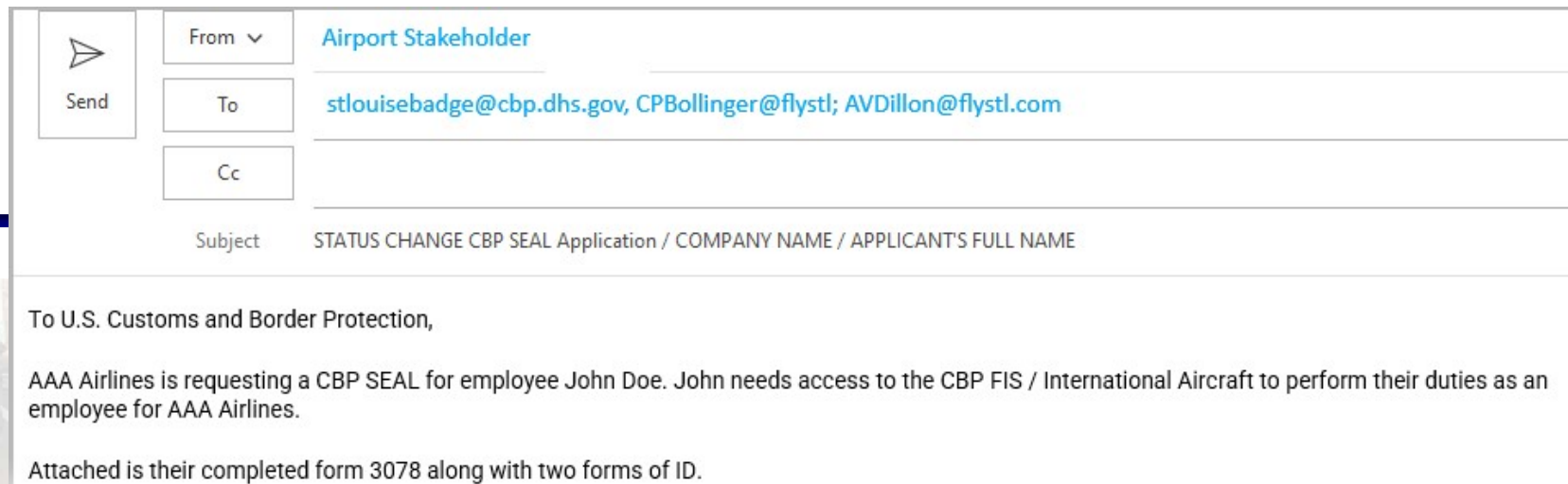
Attached is their completed form 3078 along with two forms of ID

An existing employee with a SIDA badge that has a status change and needs a CBP Seal

A CBP Seal application for an existing employee with a SIDA badge that has a status change and now needs a CBP Seal:

1. Have the employee complete the new e-Form 3078.
2. Create an email to stlouisbadge@cbp.dhs.gov, CPBollinger@flystl.com and AVDillon@flystl.com.
3. Attach the completed Form 3078 along with two forms of the employee's ID to the email. One must prove citizenship or legal status and the other, a government issued photo ID.
4. In the subject line: STATUS CHANGE Application / Company / Employee's Name
5. Address email stating why the employee needs a CBP SEAL. Send email for vetting.

Signatory will receive an email stating the employee is approved/held/disapproved for a CBP Seal. Please refer to **Side 8** for disapproved applications.



The screenshot shows an email composition interface. The header includes a 'Send' button with a paper plane icon, and fields for 'From', 'To', 'Cc', and 'Subject'. The 'From' field is 'Airport Stakeholder'. The 'To' field contains three email addresses: 'stlouisbadge@cbp.dhs.gov', 'CPBollinger@flystl.com', and 'AVDillon@flystl.com'. The 'Subject' field is 'STATUS CHANGE CBP SEAL Application / COMPANY NAME / APPLICANT'S FULL NAME'. The body of the email starts with 'To U.S. Customs and Border Protection,' followed by a paragraph: 'AAA Airlines is requesting a CBP SEAL for employee John Doe. John needs access to the CBP FIS / International Aircraft to perform their duties as an employee for AAA Airlines.' The final line of the body text is 'Attached is their completed form 3078 along with two forms of ID.'

A renewal for a SIDA badge with a CBP SEAL and Form 3078 on file with U.S. CBP

A renewal of a CBP Seal for an employee with a SIDA Badge and their e-Form 3078 is on file with CBP (applications after Nov 1, 2022):

1. Create an email to stlouisbadge@cbp.dhs.gov, CPBollinger@flystl.com and AVDillon@flystl.com.
2. Attach two forms of employee's ID to the email. One must prove citizenship or legal status and the other a government issued photo ID.
3. In the subject line: CBP Seal Renewal Application / Company / Employee's Name
4. The body of the email must include:
 - a. Employee's Name
 - b. Date of Birth
 - c. Any name changes since last SEAL was issued
 - d. Employee's email address
 - e. Stakeholder's CBP Seal Coordinators email
 - f. Employers full address
 - g. Have your employee answer and then annotate their response the following questions:

Have you ever been convicted of any crime in this country or elsewhere? Yes or NO, If yes, please elaborate.

Do you now use or have ever used Narcotic Drugs? Yes or NO, If yes, please elaborate.

6. Address email stating why the employee needs a CBP SEAL, send email to CBP for vetting.

Signatory will receive an email stating the employee is approved or disapproved for a CBP Seal. Please refer to **Side 8** for disapproved applications.



**U.S. Customs and
Border Protection**

A renewal for a SIDA badge with a CBP Seal and Form 3078 has NOT been sent to CBP

1. Have the employee complete e-Form 3078.
2. Create and email to stlouisbadge@cbp.dhs.gov; stlouisbadge@cbp.dhs.gov, CPBollinger@flystl.com and AVDillon@flystl.com
3. Attach the completed Form 3078 along with two forms of the employee's ID to the email. One must prove citizenship or legal status and the other a government issued photo ID.
4. In the subject line: Renewing SIDA Badge employee needing a CBP SEAL -Application / Company / Employee's Name
5. Send email for vetting.

Signatory will receive an email stating the employee is approved/held/disapproved for a CBP Seal. Please refer to **Side 9** for disapproved applications.

 Send	From ▾ Airport Stakeholder
To	stlouisbadge@cbp.dhs.gov , CPBollinger@flystl.com ; AVDillon@flystl.com
Cc	
Subject	Renewing SIDA Badge employee needing a CBP SEAL - Application / COMPANY NAME / APPLICANT'S FULL NAME



To U.S. Customs and Border Protection,

AAA Airlines is requesting a CBP SEAL for employee John Doe. John needs access to the CBP FIS / International Aircraft to perform their duties as an employee for AAA Airlines.

Attached is their completed form 3078 along with two forms of ID. |



Directions to appeal a disapproved CBP Seal application

During the vetting process, your employee may be found to have past derogatory information that maybe preclude them for obtaining a CBP Seal. If such information is found, their application can be denied or held.

If your employee's application is disapproved and a denial email sent, please follow these directions for an appeal.

- Have the employee write a letter to: Assistant Area Port Director Lucas Abram
4349 Woodson Rd #201, St. Louis, MO 63134
 - The letter will have an introduction, explanation of convictions, violations or penalties and why an appeal should be considered. Please add any supporting documentation if addressed in the denial letter.
 - The Appeal Letter must be delivered by hand to the U.S. CBP Port Office or mailed the above address 10 days from the time the denial email was received.
-



Directions if an employee is asked for more documentation

During the vetting process, background information can be unclear in the case of criminal convictions. If CBP runs into a scenario where an employee has an arrest for something that would preclude them from a CBP Seal, but no determination of that arrest is found, CBP may hold the application and ask your employee to provide court documents.

Please follow these directions if your employee is asked to provide more information.

- Employee will be asked to provide the court disposition paperwork for their arrest.
- The employee will have 10 days to provide the requested documents. Documents can be sent via email to stlouisbadge@cbp.dhs.gov or other specified email address.
- If the employee fails to provide the documents in the 10 days provided, their CBP Seal Application will be denied.
- If the employee needs more time, the CBP Seal Coordinator can request via email (stlouisbadge@cbp.dhs.gov).



Summary

- U.S. CBP will require only one submission of e-Form 3078 in the employee's career at STL.
- If your employee has worked at another airport and completed e-Form 3078, they will still be required to complete one here at STL.
- If you employ an employee for some reason does not fit into one of the 4 categories for a CBP Seal, please contact our office for assistance.
- Any issues with the application process or e-Form 3078 troubleshooting, please reach out to our office.



Questions, Issues or troubleshooting

St. Louis CBP Seal Program Manager

Eric Henderson

U.S. Customs and Border Protection Officer

Email: eric.n.henderson@cbp.dhs.gov

Assistant Area Port Director Lucas Abram

Email: lucas.b.abram@cbp.dhs.gov



U.S. Customs and
Border Protection