



U.S. Customs and Border Protection

~~4477 Woodson Rd, Room 200~~

St. Louis, MO 63134



Date

Name

Street Address

City, State, ZIP

New Address as of Oct. 16, 2017:

4349 Woodson Rd., Room 201

(Company Point of Contact),

Please be advised that the U.S. Customs and Border Protection (CBP) Port of St. Louis is conducting a local audit of industry employees enrolled in the CBP Security Seal Program. As you know, this program grants employee access to sensitive areas regulated by CBP after they have been vetted for security purposes. Personnel enrolled in this program have a hologram placed on their issued Secure Identification Display Area (SIDA) badge.

Effective immediately employees who are enrolled in this program as well as new applicants requesting access to the Customs and Border Protection area must appear in person and submit the following documentation.

1. **Letter of Request** – This letter, prepared by the employer, is a **request for access** to CBP security areas. The letter must provide: a.) all information requested by CBP regarding status and function, b.) an original signature and date, and c.) be on official company letterhead.
2. **CBP form 3078** – This is the official application which **must be typed and signed.**
3. **Criminal History** – Criminal history record, if any, in a sealed envelope.
4. **Proof of Citizenship** - Proof of citizenship (birth certificate, current passport, resident alien card) or proof of work authorization (work visa).

Please be aware that, moving forward, this information will be required for all employees requesting enrollment in the CBP Security Seal Program. I appreciate your timely attention to this matter. If you have any questions, please contact me or a member of my staff at 314-890-9939.

Sincerely,

Olivia Dorsey
Supervisory Officer
Customs and Border Protection