



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 at STL has been revised in preparation of CBP's eBadge Program and Airport Operations new software .

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CBP Seal applications will no longer need employees to come to the CBP office to have their paperwork signed off for a CBP Seal. Starting November 1<sup>st</sup>, 2022, all applications for a CBP Seal will be sent, reviewed and approved/held/denied electrically. Stakeholder employee will NO LONGER come to the Port Office for CBP Seal approval unless their applications is held or denied.

Each Signatory will identify (or re-identify) CBP Seal Coordinators and receive training.

CBP will only except email applications from trained CBP SEAL Signatory Coordinators.

The electronic application with include an email to [stlouisebadge@cbp.dhs.gov](mailto:stlouisebadge@cbp.dhs.gov) from the signatory with completed FORM 3078, Two forms of ID and a synopsis of why the applicant needs access to the CBP FIS and/or the envelope of a inbound/outbound international aircraft.

Of the two ID's, one to prove citizenship/status and the other a government issued Photo ID.

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# How will the new process work?

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There are four different 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. A new employee needing a SIDA badge with a CBP Seal
- B. An existing employee with a SIDA badge that now needs a CBP Seal
- C. A renewal for a SIDA badge with a Seal and Form 3078 has already been sent to CBP
- D. A renewal for a SIDA badge with a Seal and Form 3078 has NOT been sent to 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 applications and a request for more documentation.

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# Directory for CBP SEAL Applications and directions for denials, more documentation, and monthly lists.

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Do you have an employee who is new and needs a SIDA badge with a CBP Seal? [Slide 5](#)

Do you have an employee with a valid SIDA badge and now they need a CBP Seal? [Slide 6](#)

Do you have an employee who needs a renewal SIDA badge with a CBP SEAL and a completed Form 3078 has already been sent to CBP? [Slide 7](#)

Do you have an employee who needs a renewal SIDA badge with a CBP Seal and you have NOT completed Form 3078? [Slide 8](#)

Directions to appeal a disapproved/hold CBP Seal application, [Slide 9](#)

Directions if an employee is asked for more documentation, [Slide 10](#)

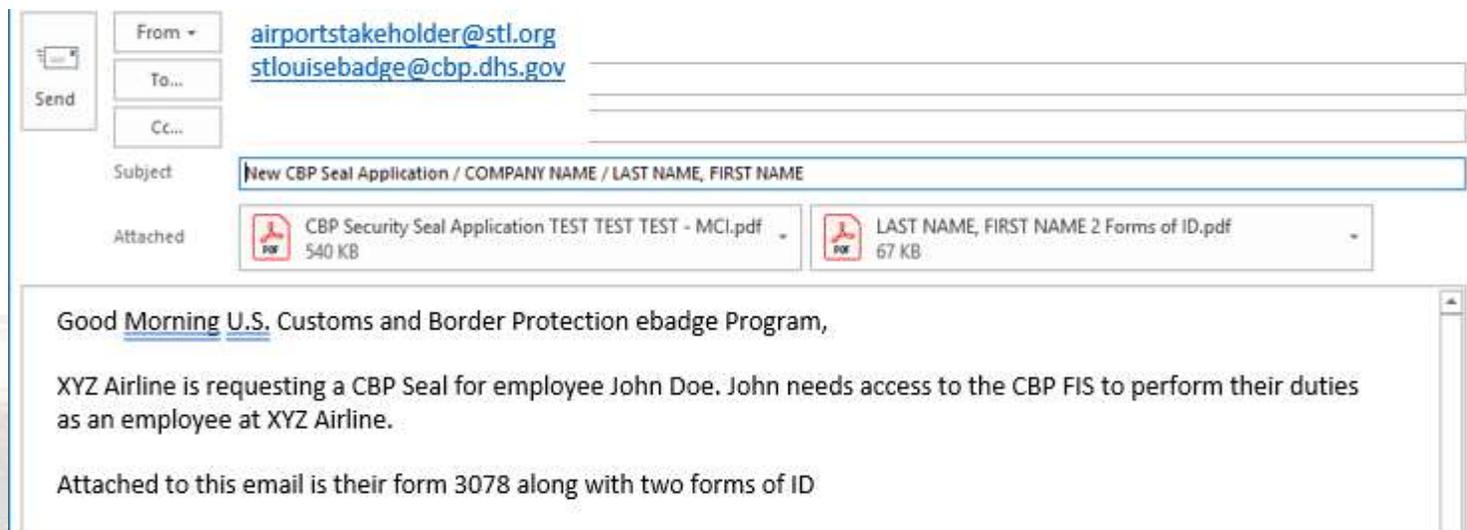


# A new employee needing a SIDA badge with a CBP Seal

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

1. Have the employee complete the new eCBP Form 3078.
2. Create and email to [stlouisbadge@cbp.dhs.gov](mailto:stlouisbadge@cbp.dhs.gov)
3. Attach the completed 3078 along with two forms of 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. 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/held applications.



The screenshot shows an email composition window. The header includes a 'Send' button, a 'From' field with the address [airportstakeholder@stl.org](mailto:airportstakeholder@stl.org), a 'To...' field with [stlouisbadge@cbp.dhs.gov](mailto:stlouisbadge@cbp.dhs.gov), and an empty 'Cc...' field. The 'Subject' field contains the text 'New CBP Seal Application / COMPANY NAME / LAST NAME, FIRST NAME'. The 'Attached' section shows two PDF files: 'CBP Security Seal Application TEST TEST TEST - MCI.pdf' (540 KB) and 'LAST NAME, FIRST NAME 2 Forms of ID.pdf' (67 KB). The email body begins with 'Good Morning U.S. Customs and Border Protection ebadge Program,' followed by the text: 'XYZ Airline is requesting a CBP Seal for employee John Doe. John needs access to the CBP FIS to perform their duties as an employee at XYZ Airline.' The final line of the body text is 'Attached to this email is their form 3078 along with two forms of ID'. There are small inset images on the left and right sides of the email body.

# An existing employee with a SIDA badge that now needs a CBP Seal

To complete a CBP Seal application for an existing employee with a SIDA badge that needs a CBP Seal, please take the following steps:

1. Have the employee complete the new eCBP Form 3078.
2. Create and email to [stlouisbadge@cbp.dhs.gov](mailto:stlouisbadge@cbp.dhs.gov)
3. Attach the completed 3078 along with two forms of 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. 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.

From: [airportstakeholder@stl.org](mailto:airportstakeholder@stl.org)

To: [stlouisbadge@cbp.dhs.gov](mailto:stlouisbadge@cbp.dhs.gov)

Cc:

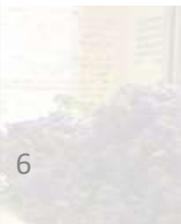
Subject: New CBP Seal Application / COMPANY NAME / LAST NAME, FIRST NAME

Attached: CBP Security Seal Application TEST TEST TEST - MCI.pdf 540 KB LAST NAME, FIRST NAME 2 Forms of ID.pdf 67 KB

Good Morning U.S. Customs and Border Protection ebadge Program,

XYZ Airline is requesting a CBP Seal for employee John Doe. John needs access to the CBP FIS to perform their duties as an employee at XYZ Airline.

Attached to this email is their form 3078 along with two forms of ID



# A renewal for a SIDA badge with a CBP SEAL and Form 3078 has already been sent to CBP

To complete the CBP Seal application for an employee with a SIDA Badge with a CBP Seal renewal and their form 3078 has already been submitted, please take the following steps:

1. Create an email to [stlouisebadge@cbp.dhs.gov](mailto:stlouisebadge@cbp.dhs.gov)
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 Badge was issued
  - d. Email address
  - e. 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. 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 9](#) for disapproved applications.

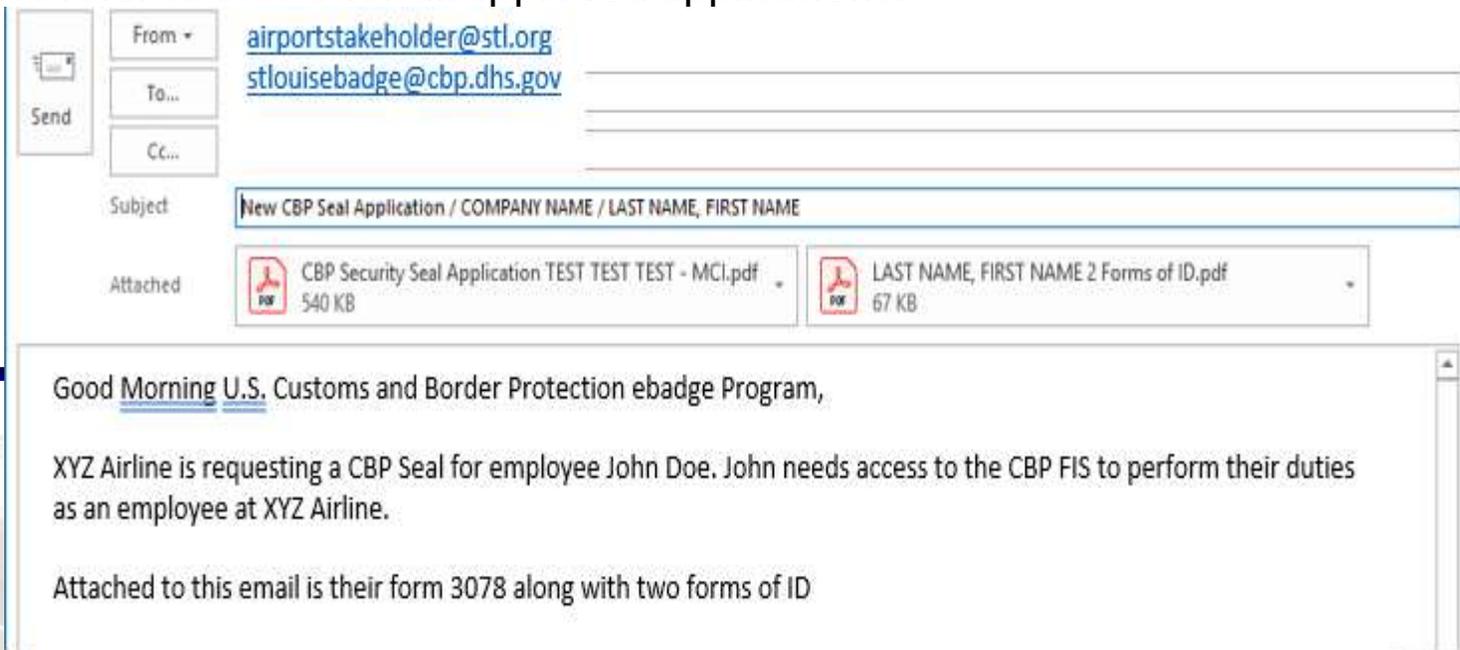


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# A renewal for a SIDA badge with a CBP Seal and Form 3078 has NOT been sent to CBP

1. Have the employee complete the new eCBP Form 3078.
2. Create and email to [stlouisbadge@cbp.dhs.gov](mailto:stlouisbadge@cbp.dhs.gov)
3. Attach the completed 3078 along with two forms of 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. 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.



The screenshot shows an email composition window. The header includes a 'Send' button, a 'From' field with the address 'airportstakeholder@stl.org', a 'To' field with 'stlouisbadge@cbp.dhs.gov', and an empty 'Cc' field. The subject line is 'New CBP Seal Application / COMPANY NAME / LAST NAME, FIRST NAME'. The attached files are 'CBP Security Seal Application TEST TEST TEST - MCI.pdf' (540 KB) and 'LAST NAME, FIRST NAME 2 Forms of ID.pdf' (67 KB). The body of the email starts with 'Good Morning U.S. Customs and Border Protection ebadge Program,' followed by 'XYZ Airline is requesting a CBP Seal for employee John Doe. John needs access to the CBP FIS to perform their duties as an employee at XYZ Airline.' and 'Attached to this email is their form 3078 along with two forms of ID'.



# Directions to appeal a disapproved CBP Seal application

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During the vetting process, if your employee is found to have derogatory information for criminal convictions, U.S. Customs or Immigration Law violations or penalties and/or SIDA related violations, 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.

1. Have employee write a letter to: Assistant Area Port Director Lucas Abram, 4349 Woodson Rd #201, St. Louis, MO 63134
2. 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 letter.
3. 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

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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 for a CBP Seal, but no determination of arrest is found, CBP may hold the application and ask your employee to provide court documents to make a determination. Please follow these directions if your employee is asked for more information.

1. Employee will be asked to provide the court disposition paperwork for their arrest.
2. The employee will have 10 days to provide the requested documents and will present them to U.S. CBP Port Office at 4349 Woodson Rd #201, St. Louis, MO 63134.
3. If the employee fails to provide the documents, their CBP Seal Application will be denied.
4. If the employee needs more time, the CBP Seal Coordinator can request for them via email or phone call.



# Summary

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- U.S. CBP will require Form 3078 only one time for each employee. Once employee has been issued their CBP Seal, only the renewal email will be required for future applications.
- If your employee has worked at another airport and completed Form 3078 their, they will still be required to complete one for a CBP Seal at STL.
- If you 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 Form 3078 troubleshooting, please reach out to our office.



# Questions, Issues or troubleshooting

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St. Louis CBP Seal Program Manager

Jim Swanston

Supervisory U.S. Customs and Border Protection Officer

Email: [james.d.swanston@cbp.dhs.gov](mailto:james.d.swanston@cbp.dhs.gov)

Office: 314-890-9939 ext. 201

Assistant Area Port Director Lucas Abram

Email: [lucas.b.abram@cbp.dhs.gov](mailto:lucas.b.abram@cbp.dhs.gov)

Office: 314-486-5789



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