



MARYLAND PORT ADMINISTRATION Identification Badge Rules

Badge Issuance

Maryland Port Administration (MPA) Identification (ID) badges are issued by the Access Control Center (ACC) located at 2200 Broening Highway, Suite 205, Baltimore, MD 21222. Hours of operation are Monday through Friday 7:30 a.m. until 3:30 p.m. except for Maryland State observed holidays.

Applicants must have the following documents to obtain an MPA ID badge:

1. A completed MPA Identification Badge Application on file at the ACC.
2. Two forms of personal identification to include:
 - a. Valid Transportation Worker Identification Credential (TWIC) and,
 - b. Valid driver's license or in the case of non-drivers a state ID, federal or military ID. Note: Social Security cards will not be accepted as a form of personal identification for badge issuance.
 - i. Hats, sunglasses or any types of facial coverings will not be permitted when taking photographs for badge issuance.
 - ii. All persons issued an MPA ID badge shall also obtain a vehicle decal/parking permit and follow the requirements governing the registration and issuance of decals.
3. Law enforcement officials and federal officials are exempt from providing a second form of personal identification unless they are registering a personal owned vehicle.

MPA ID badges are the property of the MPA and must be immediately returned under the following conditions: upon expiration, separation of employment (for any reason), or demand by the MPA. The TWIC is issued under authority of the United States Government. Improper use, possession or alteration is subject to penalties under Title 18 of the U.S. Code, sections 499 and 1028. The MPA ID badge is also subject to penalties under the Code of Maryland Regulations under Title 11 Subtitle 5 Chapter 07 Section 3 Paragraph B (1).

Training

Applicants will be required to take a Security Awareness and a TWIC Escort (if applicable) knowledge exam before being issued an MPA ID badge. If the applicant fails the initial exam, they will be allowed to retake the exam immediately. However, if the applicant fails the retake, a third exam will not be administered until the next business day. TWIC Escort training will be provided on a pre-approved basis.

Replacement TWIC & MPA ID Badge

As soon as an individual realizes that their TWIC card is lost, stolen, or damaged, he/she must contact the TWIC Help Center at 855-347-8371. The TWIC Help Center will initiate your TWIC replacement card. Whether the report is filed at an Enrollment Center or via the TWIC Help Center online, individuals must ensure they receive a receipt for their order/payment.

In addition to notifying the TWIC Help Center, individuals must also notify the ACC at (410) 633-1170. The ACC 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 the MPA. Individuals will receive a receipt for their payment and a temporary badge granting them thirty days of unescorted access to MPA facilities **if** they previously had a valid TWIC, had been given unescorted access and have reported their card lost or stolen to the TWIC Help Center.

If an individual gets married, divorced, or changes their name for any reason, TSA currently requires the individual to undergo the full TWIC enrollment again (including payment), which includes having the full security threat assessment conducted via the new name. You may refer to TSA at 855-347-8371 for required documentation. In addition to changing your TWIC, individuals must also initiate the change of name on their MPA ID badge. A new MPA ID badge will be issued for name changes for a fee of \$25.00 (fee waivers must be submitted to the MPA Director of Security). The MPA requires the name on your Driver's License, TWIC and MPA ID badge to match. Individuals will be required to present their Driver's License and TWIC displaying the new name and surrender their existing MPA ID badge.

Badge Renewal Process

MPA 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 before your badge expires.

To renew an MPA ID badge, a completed MPA Identification Badge Application form must be on file. Individuals must have the documentation required under the **Badge Issuance** section above. Individuals will be required to re-test on Security Awareness and Escort topics (if applicable) annually.