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PUBLIC INFORMATION NOTICE  
PORT OF WASHINGTON DC

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DATE: April 23, 2020

NUMBER: IAD-2020-003

FOR FURTHER INFORMATION  
CALL: 703-661-2840/2815

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SUBJECT: Customs Seal Procedures

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U.S. Customs and Border Protection (CBP) Port of Washington D.C. (Dulles) by issuance of this Public Bulletin hereby notifies within the airport community at Washington Dulles International Airport (IAD) the updated procedure for requesting and receiving authorization to work in the secure customs area. Below procedures are effective as of 24 April 2020. Changes were necessitated due to the implementation of new Seal program by CBP Headquarters.

**Seal Application Process for New Applicants:** (19 CFR 122.182)

- The Certification Official for the applicant must send the completed customs seal application packet via email to [dullessealsapps@cbp.dhs.gov](mailto:dullessealsapps@cbp.dhs.gov).
- The single email must contain the completed customs seal application packet including the following:
  - The fillable-pdf containing CBP Form 3078 (Application for Identification Card) as well as an electronically signable version of the CBP Form 3078 Appendix A.
  - Scanned copies of two valid forms of ID and, if applicable, Immigration Documentation.
  - The letter to the Area Port Director regarding the applicants intended position and company performed background check. This letter must state the requested Zone (Zone 1 or Zone 2) and describe the duties that the applicant will perform while in the Customs Security Area.
- Upon receipt of all three attachments in one email, [dullessealsapps@cbp.dhs.gov](mailto:dullessealsapps@cbp.dhs.gov) will review the application packet and notify the original email sender via return email that the application has been reviewed. (Please note that this return email is not the Seal approval. Seal approval notification will be provided when all badging operations has been completed.)
  - Applicants with approved applications will be instructed to provide that return email to the Pass & ID Office.
  - Applicants needing further review will be directed to schedule an appointment and advised that the applicant should come to the Seals office at IAD main terminal on the day of their appointment.

- Once the Certification Official has received the return email indicating that the application has been reviewed, the applicant may go to the MWAA Pass & ID office to submit for the MWAA ID Badge. The applicant must present a copy of the return email in order for the MWAA Pass & ID office to verify the applicant's IDs and process and transmit the Criminal History Records Check (CHRC) information along with the badge number to CBP when it is received.
- Upon receipt of the CHRC by CBP, CBP will provide the approval/denial of the Seal along with approved zone back to the MWAA Pass & ID office.
- Upon receipt of the CBP approval, the MWAA Pass & ID office will finalize the processing of the MWAA ID badge with the Seal and will notify the applicant's certification official when it is completed.
- Each Customs Seal approval shall be valid for 24 months from the date of approval.

**Seal Renewal in Conjunction with SIDA Badge Renewal:** (19 CFR 122.182)

- The MWAA SIDA Badge is renewed yearly. Within the SIDA Badge issuance procedures, MWAA maintains the date that the Customs Seal was approved by CBP.
- Upon submission of the renewal MWAA ID Badge application containing a Seal request, MWAA will check the Customs Seal approval date.
  - If the application for renewal falls within the 2-year Seal approval period, MWAA will reissue a new SIDA Badge with a Customs Seal.
    - **\*\*NOTE:** In addition to the other limitations on the expiration of MWAA ID Badges, as specified in the MWAA Orders and Instructions 6-4-1 H, *Airport Identification Badge Requirements*, the renewal MWAA ID Badge with a Customs Seal will not be issued for longer than the expiration of the currently approved Customs Seal.
  - If the application is outside of the 2-year approval, the applicant will be directed to contact the CBP Seals Office to submit a Seals renewal application as outlined below.

**Seal Application Process for Renewal Applicants (every 24 months):** (19 CFR 122.182)

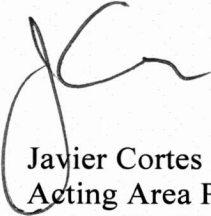
Personnel desiring to renew an approved Customs Seal for one or more additional 2-year periods must submit a renewal CBP Seal application to the Seals Office no later than 30 calendar days prior to the start of each additional 2-year period. It is recommended that the Seal renewal be timed to coincide with the expiration of the MWAA ID Badge closest to the expiration of the Customs Seal approval.

The submission process for renewal of a CBP Seal at the 2-year period is as follows:

- The Certification Official for the applicant must send the completed customs seal application packet via email to [dullessealsapps@cbp.dhs.gov](mailto:dullessealsapps@cbp.dhs.gov).
- The single email must contain the completed customs seal application packet including the following:
  - The fillable-pdf containing CBP Form 3078 (Application for Identification Card) as well as an electronically signable version of the CBP Form 3078 Appendix A.
  - Scanned copies of two valid forms of ID and, if applicable, Immigration Documentation.
  - The letter to the Area Port Director regarding the applicants intended position and company performed background check **is required**. This letter must state the requested Zone (Zone 1 or 2) and describe the duties that the applicant will perform while in the Customs Security Area. Certification Officials will ensure that the applicant's current **MWAA Badge number and expiration date is annotated on the letter**.

- Upon receipt of the attachments in one email, [dullessealsapps@cbp.dhs.gov](mailto:dullessealsapps@cbp.dhs.gov) will review the application packet and notify the original email sender via return email that the renewal application has been reviewed and approved.
  - Applicants with approved applications will be instructed to provide that return email to the Pass & ID Office.
  - Applicants needing further review will be directed to schedule an appointment and advised that the applicant should come to the Seals office at IAD main terminal on the day of their appointment.
- Once the Certification Official has received the return email indicating that the Seal renewal application has been approved, the applicant may go to the MWAA Pass & ID office to completed the process to obtain a new MWAA ID with the new Seal.
- The applicant must present a copy of the return email in order for the MWAA Pass & ID office to verify the applicant's IDs and issue the MWAA ID Badge with the new Seal.

Any questions can be addressed to the CBP Security Seals Enforcement Team at 703-661-2840/2815 or by e-mail at [dullesapplicants@cbp.dhs.gov](mailto:dullesapplicants@cbp.dhs.gov).



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