

# **U.S. CUSTOMS AND BORDER PROTECTION FIELD OPERATIONS, NEW YORK**

## **JFK AIRPORT**

### **INFORMATIONAL PIPELINE NO. 19-009-JFK**

**TO:** Airlines, Cargo Ground Handlers, Customhouse Brokers, Security Companies, Importers, Partner Government Agencies, and Others Concerned

**SUBJECT:** Electronic Application for CHASE Hologram Security Seals

**DATE:** FEB 13 2019

U.S Customs and Border Protection at JFK is enhancing the CHASE Hologram Security Seal application process. The electronic submission process detailed below will serve to expedite the application procedures, and to modernize the process in order to reduce the turnaround time required in processing new and renewal applications. Effective March 1, 2019, we will commence the process of utilizing the electronic security seal application. CBP will continue to accept paper application submissions while providing the industry with guidance. After April 1, 2019, CBP at JFK will no longer accept paper submissions for CHASE Hologram Security Seals.

#### **Instructions:**

To All Issuing Officers,

Attached is the electronic PDF document you will have to complete for all future CBP security seal applications. Please remember to complete the first half of page 1, stopping at the Authorized Signer Only section before renaming and forwarding the document to your employee. This will prevent them from accidentally submitting the form before you have had an opportunity to review it.

A properly prepared packet for a US Customs and Border Protection Security Seal will consist of the following documents:

From the PDF:

1. Page 1: Cover letter with Issuing Officer's signature acknowledging background investigation has been completed.
2. Pages 2 and 3: CBP Form 3078 DHS/US CBP Application for Identification Card.
3. Page 4: CBP Form 3078 Appendix A.

4. Once you are ready to submit the completed application, click on the "Submit Application" on page 4. This will commence the process of sending the email to CBP.

**As Attachments:**

1. Your company's employment letter (include zone you are requesting access to – required for new hire applicants only).
2. Employee's status document (this could be a US Passport, US Resident Card, birth certificate, etc.) which is used to confirm the applicant's legal U.S. immigration status. Please note that a driver's license is not a status document unless it is an enhanced driver's license.
3. Copy of social security card.
4. Copy of the JFK SIDA card.
5. Criminal dispositions (for applicant's with arrest histories).

Once we receive the applications, we will begin processing them and, barring any issues, we should be able to return the approved access form to you within a few days.

**Reminder:**

1. Your employee's e-signature is required on page 3 and 4 of the PDF, and yours is required on page 1 prior to submission.
2. You will need to upload required documents (if a birth certificate is used you will need to include a copy of the applicant's current driver's license – this will satisfy the real ID compliant identification requirement for Box 34).
3. All boxes that have a red border around them are required fields, and you will not be able to submit your request if you skip them.
4. Common errors made when submitting the e-application include:
  - Page 1 of the e-app, company code box. If your company does not have or use a company code, then mark the box N/A, none, or simply place a space in the box.
  - Page 2, box 11, of the e-app, request the city and state of applicant's birth. If the applicant was born in a foreign country, then the country should be typed into the second box (as the state drop down menu does not allow for selecting countries of birth).
  - Page 2, box 20, of the e-app. Although box 19 states you can skip items 20 and 21 if your answer is no; that is not the case. Box 20 is a mandatory field, so if you're answer in box 19 was no, then it will be no for box 20 as well.

If you have any questions concerning the process please feel free to call the CHASE office at (718) 553-1653 or send an email to [JFKCHASE@cbp.dhs.gov](mailto:JFKCHASE@cbp.dhs.gov).



Francis Russo  
Port Director  
JFK Airport