



# Georgia Department of Driver Services

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Nathan Deal  
Governor

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TO: HAZMAT Endorsement Applicant

## **SUBJECT: NOTIFICATION OF SECURITY THREAT ASSESSMENT AND LEGAL PRESENCE REQUIREMENTS FOR CDL HOLDERS WITH HAZARDOUS MATERIALS ENDORSEMENTS**

You are required to obtain a security threat assessment from The Transportation Security Administration (TSA) prior to adding a hazardous materials endorsement to your **commercial drivers license**.

TSA has contracted with Integrated Biometric Technology (IBT) to collect the application data, signature, fingerprints, and fees for the security threat assessment. Information about the IBT process and the required documents is attached. You may contact TSA at 1-(866) 289-9673 with questions about the security threat assessment program or at 1 (877) 429-7746 to check on the status of your application. DMVS will be notified only when TSA has completed the adjudication of a security threat assessment. You will receive a notice from TSA when your security threat assessment is completed. Please bring your notice with you to one of our license offices as you may receive your results before we do.

**BACKGROUND.** TSA and the U.S. Department of Transportation have issued rules to secure the transport of hazardous materials, including explosives. The rules require security threat assessments on commercial drivers certified to transport hazardous materials (hazmat). The security threat assessment process includes the collection of an individual's fingerprints, and verification of United States Citizenship, immigration eligibility or permanent legal presence in the United States. These requirements may not be waived by The Georgia Department of Motor Vehicle Safety (DMVS.)

**STATE IMPLEMENTATION.** Under current federal regulations, states are required to implement the fingerprinting and security threat assessment requirement on January 31, 2005 for new applicants and no later than May 31, 2005 for renewal and state-to-state transfer applicants. After the implementation deadlines, no CDL with a hazmat endorsement may be issued unless the applicant has first undergone the security threat assessment, and obtained clearance from TSA. Security threat assessments are valid for no more than five years. This letter is intended to serve as notification of the new requirements.

**PROCESSING TIME.** Federal regulations require renewal applications to be filed no later than 30 days prior to license expiration to allow time for the security threat assessment to be completed. **File early.** It may take TSA 120 days to process your application. You may renew your CDL without a Hazmat endorsement if otherwise qualified and add the Hazmat endorsement when your security threat assessment has been completed. TSA will not complete a security threat assessment while a driver is disqualified from operating a commercial motor vehicle.

**SURRENDER REQUIREMENT.** Individuals who have a CDL with a hazmat endorsement who do not meet the qualification requirements described in this notification are required to immediately surrender

the CDL (with hazmat endorsement) to a state driver licensing office. If otherwise qualified and all applicable fees are paid, the applicant may be re-issued a CDL without a hazmat endorsement. You have the right to request a waiver from TSA. Please contact TSA for additional information.

**APPLICATION.** A TSA application for a hazardous materials endorsement with a list of disqualifying crimes is attached. Additional information is available at the TSA website at <http://www.tsa.gov>. Once at the site, use the search word “HAZMAT” or contact TSA at 1-877-429-7746 or [patriotact@dhs.gov](mailto:patriotact@dhs.gov). If you need information on waivers and appeals contact TSA at [hazmatwaiver@dhs.gov](mailto:hazmatwaiver@dhs.gov).

**FINGERPRINTING LOCATIONS.** IBT has the following locations in Georgia. Contact IBT at 1-877-HAZPRINT (1-877-429-7746) for additional information or locations. Days and hours of operation are subject to change. Please call 1-877-429-7746 or visit [www.hazprints.com](http://www.hazprints.com) for current locations and hours of operation. The fee for this service is \$86.50.

| LOCATION   | HOURS   |
|--|---|
| <p>EMSI - ATLANTA-SOUTH State Farm Building 5239<br/>WEST FAYETTEVILLE RD. (SR 314)<br/>COLLEGE PARK, GA 30349</p> <p>Follow I-285, to directly south of Hartsfield, exiting at Riverdale Rd. Go one block south turning right (west) on Phoenix Blvd. Travel about ¾ of a mile to Route 314, West Fayetteville Rd. Turn left (south). EMSI is down about 150 yards on the right (look for a State Farm sign).</p> | <p>9:00am - 4:30pm<br/>Closed Saturday and Sunday<br/>Call 1-877-429-7746 for directions</p>  |
| <p>EMSI - COLUMBUS 4707 ARMOUR RD.<br/>COLUMBUS, GA 31904</p>  | <p>8:00am – 4:30pm<br/>Appointments available not required<br/>Closed Saturday and Sunday<br/>Call (706) 327-1827 for appointments<br/>Call 1-877-429-7746 for directions</p> |
| <p>EMSI - DUBLIN 1827 HIGHLAND WESTGATE<br/>DUBLIN, GA 31021</p>   | <p>8:30am - 5:00pm<br/>Closed Saturday and Sunday<br/>Call 1-877-429-7746 for directions</p>  |
| <p>REDIRECT COUNSELING SERVICES INC. –<br/>VALDOSTA<br/>2031A BEMISS ROAD<br/>VALDOSTA, GA 31602</p>   | <p>9:30a.m. – noon / 1:30 p.m. – 4:30 p.m.<br/>Closed Saturday and Sunday<br/>Call 1-877-429-7746 for directions</p>  |
| <p>CARTERSVILLE DRUG &amp; ALCOHOL TESTING<br/>911 NORTH TENNESSEE STREET – SUITE #105<br/>DIXIE OFFICE PARK<br/>CARTERSVILLE, GA 30120</p>  | <p>8:00a.m. –noon / 1:00 p.m. – 4:30 p.m.<br/>Closed Saturday and Sunday<br/>Call 1-877-429-7746 for directions</p>   |
| <p>LAMAR COUNTY SHERIFF’S OFFICE<br/>121 ROBERTA DRIVE<br/>BARNESVILLE, GA 30204</p>   | <p>8:30a.m. – 4:30p.m.<br/>Monday ONLY<br/>Walk-in accepted</p>   |

## IBT Hazmat Instruction Sheet

IBT 4 Step Application and Fingerprinting Process to ensure that all HAZPRINT driver applicants are taken care of quickly and efficiently. Following these steps will make the process easier and faster, and reduce unnecessary burden and hassle.

### ***Step 1- Filling Out the Application***

Drivers can complete the TSA HAZPRINT driver application on our website-- [www.hazprints.com](http://www.hazprints.com), or by calling the Driver Service Center at **1-877-HAZPRINT (1-877-429-7746)**. The operator at the Driver Service Center will guide the driver through the process and ensure the application is completed correctly. The driver can also call the Service Center at any time if they have questions about the website. It is important to note that the application must be completed prior to arriving at the fingerprint capture location.

Included with the application process is the payment of a \$89.25 fee. There are two forms of payment accepted: Credit Card and Money Order. The driver can pay by credit card directly on the website or by providing the information to the operator at the Driver Service Center. Electronic payments are the most secure and convenient for the driver, and will save time at the fingerprint collection site. For those drivers who choose not to pay electronically, the driver must bring a money order in the amount of \$89.25 made out to Integrated Biometric Technology, LLC, to the fingerprint collection site. Remember, whatever payment method is chosen by the driver, they must complete the application on-line or by calling the Driver Service Center in advance of being fingerprinted, as we cannot fingerprint a driver who has not completed the HAZPRINT application and paid the \$89.25 fee.

### ***Step 2- Getting Fingerprinted***

The driver's fingerprints will be collected at one of over 100 fixed and mobile sites in the United States. The [www.hazprints.com](http://www.hazprints.com) web site and the Driver Service Center, 1-877-HAZPRINT (1-877-429-7746), are the best sources of information on current site locations, operating hours and driving directions to the site. Drivers from any of the participating states can be printed at any of our sites- even those in another state. Drivers will be required to provide 2 forms of identification prior to being fingerprinted- please refer to the List of Acceptable Primary and Secondary Forms of Identification for details. In addition to being fingerprinted, the driver will be asked to review and electronically sign the application to verify its accuracy.

### ***Step 3- Security Threat Assessment***

Based on the data provided on the HAZPRINT application, the Transportation Security Administration (TSA) will perform a threat assessment for each driver applicant. The results of this assessment will be provided directly to the applicant's state Department of Motor Vehicles. The applicant will also receive a letter from TSA with the results of the assessment.

### ***Step 4- Status***

Approximately 2 weeks after the applicant has been fingerprinted, information on the status of an application should be available at the Driver Service Center at 1-877-HAZPRINT (1-877-429-7746).

Thanks for following these basic steps. It will improve both the timeliness and accuracy of the process and ensure best overall service to you the driver.

# List of Acceptable Identification for HAZPRINT Fingerprinting

**All applicants must have one Primary and one Secondary form of Identification,**

**OR two Primary forms of Identification.**

| Primary  | Secondary   |
|--|---|
| <ol style="list-style-type: none"><li>1. U.S. Passport (current and valid)</li><li>2. Certificate of Naturalization<br/><i>(INS Form N-550 or N-570)</i></li><li>3. Unexpired foreign passport, with I-551 stamp or attached INS Form I-94 indicating unexpired employment authorization</li><li>4. Driver's license or ID card issued by a state provided it contains a photograph or information such as name, date of birth, gender, height, eye color and address</li><li>5. U.S. Military/Retire ID Card</li><li>6. Military dependent's ID card</li><li>7. ID card issued by federal, state or local government agencies or entities, provided it contains a photograph or information such as name, date of birth, gender, height, eye color and address</li><li>8. Certificate of U.S. Citizenship<br/><i>(INS Form N-560 or N-561)</i></li><li>9. Permanent Resident Card or Alien Registration Receipt Card with photograph<br/><i>(INS Form I-151 or I-551)</i></li></ol> | <ol style="list-style-type: none"><li>1. Voter's registration card</li><li>2. U.S. Coast Guard Merchant Mariner Card</li><li>3. U.S. social security card issued by the Social Security Administration <i>(other than a card stating it is not valid for employment)</i></li><li>4. Original or certified copy of a birth certificate issued by a state, county, municipal authority or outlying possession of the United States bearing an official seal</li><li>5. U.S. Citizen ID Card<br/><i>(INS Form I-197)</i></li><li>6. Certificate of Birth Abroad issued by the Department of State (Form FS-545 or Form DS-1350)</li><li>7. Native American tribal document</li><li>8. US Military Discharge papers DD 214</li><li>9. Civil Marriage Certificate</li><li>10. U.S. Adoption Papers</li><li>11. <b>DOT Medical Card.*</b></li></ol> |