

# U.S. CBP Seal application process for the St. Louis International Airport





# The CBP Seal application process

To obtain a CBP Seal at the St. Louis Lambert International Airport, there are four possible categories to complete an application.

Each category to obtain a CBP Seal with a SIDA Badge is based on the need of the stakeholder's employee and where they are in the badging process.

The four categories are:

- A new employee needing a SIDA badge with a CBP Seal.
- An existing employee with a SIDA badge and needs a CBP Seal.
- An employee is renewing their SIDA badge w/ CBP Seal and has an e-Form 3078 on file with CBP.
- An employee is renewing their SIDA badge w/ CBP Seal and an e-Form 3078 is not on file with CBP.

This PowerPoint presentation will go over the step-by-step process for each category. It will also review if a CBP Seal application is denied or placed on hold and a request for more documentation.



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

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

- Have the employee complete e-Form 3078.
- Create an email to [stlouisbadge@cbp.dhs.gov](mailto:stlouisbadge@cbp.dhs.gov), [LJFutrell@flystl.com](mailto:LJFutrell@flystl.com), [mamassud@flystl.com](mailto:mamassud@flystl.com), and [AVDillon@flystl.com](mailto:AVDillon@flystl.com).
- Attach the completed Form 3078 along with two forms of the employee's ID to the email. One must prove citizenship or legal status and the other a government issued photo ID. (Social Security cards are not an accepted form for a CBP Seal Application.)
- In the subject line: New CBP Seal Application / Company / Employee's Name
- Annotate email stating why the employee needs a CBP SEAL.
- Send email for vetting.
- Signatory will receive an email stating the employee is approved/held/denied for a CBP Seal. Please refer to Slide 8 for denied/held applications.



# Current employee w/ SIDA Badge that now needs a CBP Seal

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

- Have the employee complete e-Form 3078.
- Create an email to [stlouisbadge@cbp.dhs.gov](mailto:stlouisbadge@cbp.dhs.gov), [LJFutrell@flystl.com](mailto:LJFutrell@flystl.com), [mamassud@flystl.com](mailto:mamassud@flystl.com), and [AVDillon@flystl.com](mailto:AVDillon@flystl.com).
- Attach the completed Form 3078 along with two forms of the employee's ID to the email. One must prove citizenship or legal status and the other a government issued photo ID. (Social Security cards are not an accepted form for a CBP Seal Application.)
- In the subject line: STATUS CHANGE Application / Company / Employee's Name
- Annotate email stating why the employee needs a CBP SEAL.
- Send email for vetting.
- Signatory will receive an email stating the employee is approved/held/denied for a CBP Seal. Please refer to Slide 8 for denied/held applications.



# SIDA Badge / CBP Seal renewal w/ e-Form 3078 on file with U.S. CBP

To complete the renewal of a SIDA Badge/CBP Seal application and the employee's e-Form 3078 is on file with CBP (applications after Nov 1, 2022), please take the following steps:

- Create an email to [stlouisbadge@cbp.dhs.gov](mailto:stlouisbadge@cbp.dhs.gov), [LJFutrell@flystl.com](mailto:LJFutrell@flystl.com), [mamassud@flystl.com](mailto:mamassud@flystl.com), and [AVDillon@flystl.com](mailto:AVDillon@flystl.com).
- Attach the completed Form 3078 along with two forms of the employee's ID to the email. One must prove citizenship or legal status and the other a government issued photo ID. (Social Security cards are not an accepted form for a CBP Seal Application.)
- In the subject line: CBP Seal Renewal Application / Company / Employee's Name.
- The body of the email must include:
  - Employee's Name
  - Date of Birth
  - Any name changes since last SEAL was issued
  - Employee's email address
  - Stakeholder's CBP Seal Coordinators email
  - Employers full address
  - The answer to 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.*
- Annotate email stating why the employee needs a CBP Seal.
- Send email to CBP for vetting.
- Signatory will receive an email stating the employee is approved/held/denied for a CBP Seal. Please refer to Slide 8 for denied/held applications.





# SIDA Badge / CBP Seal renewal w/o e-Form 3078 on file with U.S. CBP

To complete the CBP Seal application of an employee with a SIDA Badge renewal and they do not have e-Form 3078 is on file with CBP (applications before Nov 1, 2022), please take the following steps:

- Have the employee complete e-Form 3078
- Create an email to [stlouisbadge@cbp.dhs.gov](mailto:stlouisbadge@cbp.dhs.gov), [LJFutrell@flystl.com](mailto:LJFutrell@flystl.com), [mamassud@flystl.com](mailto:mamassud@flystl.com), and [AVDillon@flystl.com](mailto:AVDillon@flystl.com).
- Attach the completed Form 3078 along with two forms of the employee's ID to the email. One must prove citizenship or legal status and the other a government issued photo ID. (Social Security cards are not an accepted form for a CBP Seal Application.)
- In the subject line: Renewing SIDA Badge employee needing a CBP SEAL -Application / Company / Employee's Name
- Annotate email stating why the employee needs a CBP SEAL.
- Send email for vetting.
- Signatory will receive an email stating the employee is approved/held/denied for a CBP Seal. Please refer to Slide 8 for denied/held applications.



# Directions to appeal a denied CBP Seal application

- During the vetting process, your employee could be found to have derogatory information that would preclude them for obtaining a CBP Seal. If such information is found, their application will be denied or held to make a final determination.
- If the employee's application is denied, an email will be sent the employee and the SIDA signatory. Please follow these directions if they wish to appeal the denial.
- The employee write a letter to: Assistant Area Port Director Lucas Abram  
4349 Woodson Rd #201, St. Louis, MO 63134
- 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 denial letter.
- The Appeal Letter must be delivered by hand to the U.S. CBP Port Office (address above) or mailed 10 days from the time the denial email was received.





# Directions for a Held Application / Request for more information

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 from a CBP Seal, but no determination of that arrest is found, CBP may hold the application and ask your employee to provide court documents.

Please follow these directions if your employee is asked to provide more information:

- Employee will be asked to provide the court disposition paperwork for their arrest.
- The employee will have 10 days to provide the requested documents. Documents can be sent via email to [stlouisbadge@cbp.dhs.gov](mailto:stlouisbadge@cbp.dhs.gov) or other specified email address.
- If the employee fails to provide the documents in the 10 days provided, their CBP Seal Application will be denied.
- If the employee needs more time to gather the requested information, the SIDA Signatory can request on their behalf via email at [stlouisbadge@cbp.dhs.gov](mailto:stlouisbadge@cbp.dhs.gov).



# Summary

U.S. CBP will require only one submission of e-Form 3078 in the employee's career at STL.

If your employee has worked at another airport and completed e-Form 3078, they will still be required to complete one here at STL.

If your 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 e-Form 3078 troubleshooting, please reach out to our office.



# Contact Information

## St. Louis CBP Seal Program Managers

U.S. CBP Officer Eric Henderson

Email: [eric.n.henderson@cbp.dhs.gov](mailto:eric.n.henderson@cbp.dhs.gov)

U.S. CBP Officer Haylee Eastridge(Rupp)

Email: [haylee.eastridge@cbp.dhs.gov](mailto:haylee.eastridge@cbp.dhs.gov)

## U.S. CBP St. Louis Airport Manager

Assistant Area Port Director Lucas Abram

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