



SECURITY PASSPORT BACKGROUND SCREENING

The Security Passport™ program was established as a resource management tool to create a safer and more secure workforce and work environment. It is a cost-effective background evaluation available to individuals and employers.

Developed with input from the Greater Baton Rouge Industry Alliance (GBRIA) and local construction leaders, it screens individuals on specific felonies. Successful applicants receive a Security Passport photo identification badge.

BENEFITS OF THE SECURITY PASSPORT INCLUDE:

- Reduced risk to employers by thoroughly screening applicants and new hires
- Reduced risk of employment through the use of fraudulent identity
- Combined buying power for lower cost criminal background checks
- An economical management tool for contractors to utilize in their HR processes
- An audit and verification information system via the Web

WHAT YOU NEED TO KNOW TO APPLY

Applicants must consent to an independent investigation conducted by a consumer reporting agency, Sterling Testing. This investigation will include obtaining records covering up to the last seven years about an individual's criminal conviction background consistent with federal and state law. Security Passport screens applicants on 51 felonies. A list can be found on the Alliance Safety Council website. It is important to check with each plant's contractor coordinator to see that the facility accepts Security Passport.

Applicants whose contractor employment has required that they establish residency outside the U.S. within the seven-year background screening period should work with their employer to apply for the variance process for entry into the local facility instead of applying for a Security Passport.

REQUIRED DOCUMENTATION

- Photo ID (state-issued identification card or driver's license)
- Social Security card
- Established residency in the U.S. for the previous seven (7) years

QUICK FACTS

- The cost begins at \$61 for online registration for members of Alliance Safety Council.
- The screening process takes an average of five (5) to seven (7) business days if all information provided is accurate and there are no delays in the background screening.
- The Security Passport is valid for two (2) years from the date it is issued.
- Applicants must sign the consent and disclosure form to authorize the screening process.
- Personal information and results are viewed only by authorized parties.
- An individual's credit rating is not accessed or impacted by the screening process.
- Alliance Safety Council will contact applicants to inform them that their Security Passport is ready.
- In most cases, the employer will pick up the Security Passport badge and distribute it to the employee.
- Security Passport business can be conducted at Alliance Safety Council's Baton Rouge training center between the hours of 6:30 a.m. and 4 p.m. Monday through Friday and 6:30 a.m. to 1 p.m. on the second Saturday of each month (check the website for changes to the schedule due to holidays).
- Check with the facility's contractor coordinator to see if Security Passport is accepted before applying.
- Those residing outside the U.S. within the past seven (7) years should apply for a variance instead of the Security Passport.

