

Applying for Unescorted Access

Step 1: Access Eligibility:

- Must be a U.S. citizen
- Must have an approved BIW sponsor
- Must complete a Visitor Access Control Form and Indemnity Waiver

Step 2: Criminal History Background Check:

- A criminal history background is required to obtain unescorted access or network access at BIW.
 - The criminal history background must include State and Federal criminal history records for all addresses where the person lived or worked in the last seven (7) years.
- See page 3 for exceptions to background requirements.

Step 3: Submit Your Information

- BIW's Visitor Access Request Control Form and Indemnity Waiver must be completed and submitted to BIW's visitor control center when picking up or renewing an access badge.
- Email criminal history background information to vendorsecurity@gdbiw.com prior to visiting BIW's visitor control center for badging.

Step 4: Renewal Policy

- Approved unescorted access may be approved for the length of the project. No unescorted access badges will exceed one year. To renew your access after one year, you must submit a new background check for review.

Required documents and information

- Proof of U.S. citizenship:
You must present proof of U.S. citizenship when picking up your access badge. Acceptable forms of proof include:
 - U.S. Passport
 - Original or certified copy of a U.S. Birth Certificate
 - (Birth documents issued by a hospital, notifications of birth registrations; and Puerto Rico birth certificates issued before July 1, 2010, are not accepted)
 - Certificate of U.S. Citizenship (DHS Form N-560 or N-561)
 - Certificate of Naturalization (DHS Form N-550 or N-570)
 - Certificate of Report of Birth (Form DS-1350)
 - Certificate of Birth Abroad (Form FD-545)
 - U.S. Native American Enhanced Tribal Card (ETC)
 - U.S. Citizen ID Card (INS Form I-197)

- Identification: At badge pickup, you must provide a current, state-issued driver's license, government identification card, or passport.
 - Note: A REAL ID compliant driver's license can only be used as proof of identity. It does not satisfy the citizenship requirement.
- Visitor Access Control Form and Indemnity Waiver: BIW's U.S. citizen non-employee access request form and the indemnity waiver form must be completed and submitted to Visitor Control when picking up or renewing an access badge.
- Legal name: Forms and background checks must use full legal name.
 - The name and spelling on the background check must match your driver's license or proof of citizenship.
 - If you have had a legal name change in the last 7 years, you must run the background check for both your current and previous legal names.

Background check requirements for unescorted access

To receive unescorted access at BIW, you must submit both a state and a federal criminal history report.

- How to obtain a state criminal history record
 - Maine Residents: If you have lived and worked exclusively in Maine for the last 7 years, you obtain a Maine criminal history records directly from Maine's Department of Public Safety website.
 - Go to: <https://www5.informe.org/online/pcr/>
 - Set up an account or pay with a credit card (\$21 for subscribers, \$31 for non-subscribers).
 - You will need the individual's name and date of birth.
 - Non-Maine Residents: If you have lived or worked outside of Maine during the last 7 years, you must obtain a State Criminal Record Check for each state. The process for obtaining these records varies by state. County records are only accepted in states where a statewide search is unavailable (e.g., California).
 - Use a third-party service (optional): For a more streamlined process, you can hire a consumer reporting agency (like First Advantage, AccurateNow, or HireRight) to conduct the background check for you. Costs vary depending on the company.
- How to obtain a federal background check
 - Federal criminal records for all states are available through the Public Access to Court Electronic Records (PACER) website.
 - Register for an account: Go to <https://pacer.uscourts.gov>
 - Click on the link to sign up for an account and follow the instructions.
 - Once you have a PACER login: Log in and select "PACER Case Locator". Under "Quick Searches," select the "Find Parties" link.
 - Enter the applicant's name in the search boxes. Leave "Party Role" blank and set "Court Type" to "ALL."

- Generate and send results: Click "Search," then print or take a screenshot of the results. Email the file to BIW at vendorsecurity@gdbiw.com.

Exemptions to background checks

A full background check may not be required for applicants with one of the following credentials, pending verification:

- Security clearance (Secret or higher) verified through DISS/NBIS.
- Valid Transportation Worker Identification Credential (TWIC).
- Valid Commercial Driver's License (CDL) with a Hazardous Materials (HAZMAT) endorsement.
- A civilian U.S. government employee, law enforcement officer, or U.S. Military member requiring facility or system access.
- An active employee of a General Dynamics subsidiary or business unit.

Submitting your results

- Email your State and Federal criminal background check results to: vendorsecurity@gdbiw.com. Include your company's name or organization in the email.
- The results must be attached as a PDF or a similar file. Do not send a link to the results.
- You will receive a confirmation email once your background check has been reviewed and accepted. Unescorted access may be denied based on the results.
- Unless instructed otherwise, do not email your proof of U.S. citizenship, visitor access request form, and waiver. Bring them to BIW's visitor control center at the time of badging.

Additional information

- Background checks are required annually. Background exceptions are also reviewed at renewal.
- For badging, please bring your proof of U.S. citizenship, visitor access request form, and indemnity waiver agreement to the BIW Visitor Center. Do not email these documents unless you receive an explicit request to do so.