



# FAQS

## HOW LONG IS THE SECURITY PASSPORT VALID?

The Security Passport is valid for two years from the date it was issued.

## HOW DO I SET UP A REMOTE SECURITY PASSPORT?

This process is for use by company administrators and not individuals. An administrator uses electronic registration, which is accessible online to all member companies for \$61 and non-member companies for \$65. This method allows the client to enter all of their employees' personal and payment information. The steps for this method are:

- 1 Log in to online account.
- 2 Click on Registration and complete steps 1-3.
- 3 For Step 4, select the following options:

- Alliance Safety Council – Baton Rouge, LA
- Security Passport (12SECPAS)
- Select the next day 3PM

- 4 Once you hit submit, a Verify Student Information screen will pop up. You will need to click edit and fill in all required fields. Hit save.
- 5 Print the consent form from the Alliance Safety Council website and have the student fill out, sign and email to [securitypassport@alliancesafetycouncil.org](mailto:securitypassport@alliancesafetycouncil.org) (Passport will not be processed until signed form is received.)

The turnaround time for remote Security Passports is five to seven business days. The individual on the contact form will be notified upon completion.

## HOW DO I CHECK THE STATUS OF MY EMPLOYEE'S SECURITY PASSPORT?

Employers may check the status of an applicant's Security Passport by logging into their online account and accessing the Reports tab. Click Security Passport Records and enter the date the student started the Security Passport process. The results show the status of both DMV and criminal background stages. Once both stages say "completed-pass," the Security Passport process is complete.

\*Pending statuses can only be seen by company representatives who have Security Passport access. If you cannot view the results, please email [securitypassport@alliancesafetycouncil.org](mailto:securitypassport@alliancesafetycouncil.org) to have your access updated.

## WHERE CAN I PICK UP MY SECURITY PASSPORT?

Security Passports can be picked up from our Baton Rouge facility located at 10099 N. Reiger Road. Prior to picking up your Security Passport, please check with your employer.

## WHERE CAN I GET THE CONSENT AND DISCLOSURE FORM?

The Consent and Disclosure form can be downloaded as a pdf by clicking [HERE](#).

## WHAT CAN DISQUALIFY ME FROM RECEIVING A SECURITY PASSPORT?

Disqualifying events are outlined in our Security Passport listings. [CLICK HERE TO VIEW](#).

