Look for the Safety Hat for Tips and helpful Timesaving hints!

Preparing People to Live Safely Every Day!
Security Passport Information

Page 3-4 .......................................................Security Passport Checklist
Checklist to ensure proper steps are followed for processing Background Checks with GLSTC

Page 5 .......................................................Certification of Background Checks
Legal Contract for Security Purposes
Authorizes GLSTC to complete background checks
Must be completed prior to beginning of Background checks

Page 6 ......................................................Security Passport Contact Information
For Security Purposes
Authorizes specific contacts within each company to receive Background information

Page 7-8 ........................................................Summary of Your Rights
MUST be distributed to each person before completing Informed Consent & Disclosure

Page 9 ........................................................Informed Consent & Disclosure
Must be completed by each employee for which background checks will be run
To be returned to GLSTC upon completion
Verify ALL Information to prevent extra costs and delays

Page 10 ......................................................Export Control Compliance Questionnaire
Required to verify legal residency in US
To be returned to GLSTC upon completion for those seeking entrance into Dow Corning or Hemlock Semiconductor Facilities

Page 11-14 ......................................................Frequently Asked Questions
Information to help make Background Check Process Easier and More Convenient

Page 15-16 ......................................................Criminal History Matrix
Listing of disqualifying crimes

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Page 18 ......................................................Security Passport Memo
Information to General Contractors concerning Passports

Page 19 ......................................................Security Passport Memo
Information to General Contractors concerning Passports
Security Passport Checklist

Please read the entire checklist and make sure you understand each area.

Complete Company information (Pg 5-6) fully and accurately.

✓ Must only be filled out one time unless there is a change in your primary/secondary contact people or your company information changes.
✓ Your Primary will receive e-mail notifications of Pass backgrounds as well as be the main contact person for your company.

**Tip #1:** Having a Secondary is a good idea in case of situations where your primary is out of the office/sick/vacation. This person won’t get the day to day notifications but they can call and inquire. WE WILL NOT TALK TO ANYONE ABOUT BACKGROUND SCREEN INFORMATION WHO IS NOT A SECURITY CONTACT PERSON.

The employee will need to complete the Informed Consent & Disclosure (ICD pg 9) must be legible; including:

✓ Legal First, Middle and Last name (i.e. James not Jim; Robert not Bob)
✓ Current Address and Addresses for last 7 years. *(Additional Searches may apply)*
✓ Clear legible copy of their driver’s license or state identification card.

**Tip #2:** All our forms are able to be filled out on the computer. This helps eliminate mistakes due to illegible writing can cause delays and costs for additional screens.

The Export Control Compliance Questionnaire (ECC pg 10)

✓ Required only at: Dow Corning, Hemlock SemiConductor and Hemlock SemiConductor, LLC (Clarksville, TN)

Payment is required prior to processing the screen for Non-members.

✓ Security Background Screen Cost $75.00; ECC form processing $15.00.
✓ Payments by American Express, Discover Card, Master Card and Visa are accepted by phone; by calling 989-837-2332; payments by check or cash can be mailed or dropped off at our office or complete the Company Payment form on Page 17.
✓ Member companies will be invoiced.
Additional charges for additional names such as maiden, alias, certain states and counties such as Nevada, Maine, and international searches may apply. You will be contacted for approval before the additional screen is submitted.

**Helpful Hint:** If your company will be using sub-contractors; the sub-contractor will need to submit company forms and payment with their background screen requests or when registering for classes.

The background screen will take on the average three (3) to five (5) business days to complete after submission.

An email will be sent to the Primary Security Contact person with results.

**Helpful Hint:** Emails will be sent from background@great-lakes-safety.com. It is a good idea to make sure this e-mail is white-listed (“Safe Sender”) when you start this process with us.

**Tip #3:** Begin the background process approximately 2-weeks before worker deployment to minimize delays.

Background Screens and the Export Control Compliance are not indefinite. Some instances:

- When Employee changes company
- 90 days of unemployment/laid off.
- Some Locations require that their Site Specific training be renewed if they have not badged-in in the last 90 days.
- After 7 Years

Make sure you have everything in order!

1. Company Information (Only on top)
2. Informed Consent & Disclosure
3. Export Control and Compliance (If Needed)
4. Copy of State ID/Driver’s License
5. Repeat steps 2-4 for each employee

Submit Backgrounds to:
1900 Ridgewood Drive | Midland MI 48642
E: background@glstc.org | F: 989.837.6330
CERTIFICATION OF BACKGROUND SCREENS

Company Name: ________________________________

Company Phone: _____________________ Fax: _____________________

Address: ____________________________________________

City: __________________ State: ________ Zip Code: ____________

Company Representative: ___________________________ Phone: _____________________

Representative’s Email: ________________________________

Great Lakes Safety Training Center (“GLSTC”) and company agree to the terms and conditions set forth in this Request for Background Screens & Certification (“Certification”):

Services: In compliance with the USA Patriot Act, certain companies for whom the Company provides, or may provide, services (individually, the “Owner”) require that the company’s employees who provide services on behalf of the Company at an Owner’s facility must pass a criminal background check prior to gaining access to an Owner’s facility. GLSTC agrees to facilitate such background checks and maintain a website on which the results of the background checks will be posted. The phrase “results of the background checks” shall mean whether the particular employee “passed” or “failed” the background check. No additional details will be posted or otherwise provided by GLSTC. Access to information regarding each particular employee of company will be limited to company and Owners. Company understands that the background checks to be conducted will be national searches and in no event will international searches be conducted.

Fees: Company agrees to pay GLSTC a fee in the amount of $65.00 (members) or $75.00 (non-members) for each background check requested by Company. Member companies agree to pay full amount when invoiced on a monthly basis. Non-member companies agree to pay the full amount of such fee in advance to GLSTC at the time, Company provides GLSTC with a completed and duly executed copy of this Request. Company understands that the fee charged to company by GLSTC by the third party provider with whom GLSTC contracts to perform the background checks requested by Company. Company agrees that in the event GLSTC is charged additional fees by its third party provider, Company will reimburse GLSTC for the full amount of such additional fees.

Informed Consent and Disclosure: Company agrees that upon execution and delivery of this Request and Certification, it will provide to GLSTC, for each background check requested by it, a completed and duly executed Informed Consent and Disclosure in the form provided to Company by GLSTC.

Certification: Company certifies that all the information provided by it to GLSTC is true and accurate.

Indemnification: Company agrees to indemnify, defend and hold GLSTC harmless from all claims, actions, losses, damages and expenses (including attorney’s fees) arising in connection with this Request and Certification, (including any use made by Company of the results of the background checks) other than those arising out of errors, omissions, negligence or other wrongful conduct of GLSTC.

AGREED AND ACCEPTED:

Great Lakes Safety Training Center ________________________________
Company’s Legal Name ________________________________

Signature of Company Representative ________________________________
Printed Name & Title ________________________________ Date: __________________

Company’s Legal Name ________________________________
Signature of Company Representative ________________________________
Printed Name & Title ________________________________ Date: ____________
SECURITY CONTACT INFORMATION
This information will be kept on file and will only need to be received one time; unless contact person(s) changes.

GLSTC requires Company to have a staff person designated as the Security Passport Contact. This person should be in a position to receive and manage the confidential results of the background screen. The Security Passport Contact must also be available for questions to clarify information submitted and to authorize additional charges in the event additional searches are required.

In order to protect Company and Company employees’ privacy, we will only release results to the designated contact person(s). In the event of staff or responsibility changes, it is Company’s responsibility to notify GLSTC in writing of the change in Security Contact Information by sending a revised form. It is possible to have one additional person designated, however, we will only email to the primary contact’s email, so it is important the email is accessible in the event of absence.

Company Name: ________________________________

Primary Security Passport: Main Contact for Background Checks - Receives e-mail notifications.
Contact Name: ________________________________
Contact Email: ________________________________
Contact Phone: ________________________________

Secondary Security Passport: Person to back up the Primary should they be out of office/sick/etc.
Contact Name: ________________________________
Contact Email: ________________________________
Contact Phone: ________________________________

Remove as Security Passport Contact: ________________________________
Changes Authorized by: ________________________________
Date: _____________________________

Please check the locations your employees will be working at:

<table>
<thead>
<tr>
<th>Dow Chemical, Midland</th>
<th>Dow Corning, Midland</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hemlock SemiConductor, Michigan</td>
<td>Dow Kokam</td>
</tr>
<tr>
<td>MidMichigan Regional Medical Center</td>
<td>Occidental Chemical (OxyChem)</td>
</tr>
<tr>
<td>S.C. Johnson</td>
<td>Nexteer Automotive</td>
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</tbody>
</table>

GLSTC has a fax machine in an alarmed, secured office for the protection of private and confidential information. You can reach the secured fax at: 989-837-6330 or background@great-lakes-safety.com.

Information should be faxed to GLSTC at least 10 business days (approx. 2 weeks) in advance of the start of onsite work.

A Summary of Your Rights Under the Fair Credit Reporting Act

The federal Fair Credit Reporting Act (FCRA) promotes the accuracy, fairness, and privacy of information in the files of consumer reporting agencies. There are many types of consumer reporting agencies, including credit bureaus and specialty agencies (such as agencies that sell information about check writing histories, medical records, and rental history records). Here is a summary of your major rights under the FCRA. For more information, including information about additional rights, go to http://www.ftc.gov/credit or write to: Consumer Response Center, Room 130-A, Federal Trade Commission, 600 Pennsylvania Ave. N.W., Washington, D.C. 20580.

- You must be told if information in your file has been used against you. Anyone who uses a credit report or another type of consumer report to deny your application for credit, insurance, or employment – or to take another adverse action against you – must tell you, and must give you the name, address, and phone number of the agency that provided the information.

- You have the right to know what is in your file. You may request and obtain all the information about you in the files of a consumer reporting agency (your “file disclosure”). You will be required to provide proper identification, which may include your Social Security number. In many cases, the disclosure will be free. You are entitled to a free file disclosure if:
  - a person has taken adverse action against you because of information in your credit report;
  - you are the victim of identity theft and place a fraud alert in your file;
  - your file contains inaccurate information as a result of fraud;
  - you are on public assistance;
  - you are unemployed but expect to apply for employment within 60 days.

In addition, by September 2005 all consumers will be entitled to one free disclosure every 12 months upon request from each nationwide credit bureau and from nationwide specialty consumer reporting agencies. See http://www.ftc.gov/credit for additional information.

- You have the right to ask for a credit score. Credit scores are numerical summaries of your credit-worthiness based on information from credit bureaus. You may request a credit score from consumer reporting agencies that create scores or distribute scores used in residential real property loans, but you will have to pay for it. In some mortgage transactions, you will receive credit score information for free from the mortgage lender.

- You have the right to dispute incomplete or inaccurate information. If you identify information in your file that is incomplete or inaccurate, and report it to the consumer reporting agency, the agency must investigate unless your dispute is frivolous. See http://www.ftc.gov/credit for an explanation of dispute procedures.

- Consumer reporting agencies must correct or delete inaccurate, incomplete, or unverifiable information. Inaccurate, incomplete or unverifiable information must be removed or corrected, usually within 30 days. However, a consumer reporting agency may continue to report information it has verified as accurate.

- Consumer reporting agencies may not report outdated negative information. In most cases, a consumer reporting agency may not report negative information that is more than seven years old, or bankruptcies that are more than 10 years old.

- Access to your file is limited. A consumer reporting agency may provide information about you only to people with a valid need -- usually to consider an application with a creditor, insurer, employer, landlord, or other business. The FCRA specifies those with a valid need for access.

GLSTC does not receive credit scores or any credit rating information. The rights and the laws that govern credit reporting apply to criminal histories tied to social security numbers.
- **You must give your consent for reports to be provided to employers.** A consumer-reporting agency may not give out information about you to your employer, or a potential employer, without your written consent given to the employer. Written consent generally is not required in the trucking industry. For more information, go to [www.ftc.gov/credit](http://www.ftc.gov/credit).

- **You may limit “prescreened” offers of credit and insurance you get based on information in your credit report.** Unsolicited “prescreened” offers for credit and insurance must include a toll-free phone number you can call if you choose to remove your name and address from the lists these offers are based on. You may opt-out with the nationwide credit bureaus at 1-888-5-OPTOUT (1-888-567-8688).

- **You may seek damages from violators.** If a consumer reporting agency, or, in some cases, a user of consumer reports or a furnisher of information to a consumer reporting agency violates the FCRA, you may be able to sue in state or federal court.

- **Identity theft victims and active duty military personnel have additional rights.** For more information, visit [www.ftc.gov/credit](http://www.ftc.gov/credit).

**States may enforce the FCRA, and many states have their own consumer reporting laws. In some cases, you may have more rights under state law. For more information, contact your state or local consumer protection agency or your state Attorney General. Federal enforcers are:**

<table>
<thead>
<tr>
<th>FOR QUESTIONS OR CONCERNS REGARDING</th>
<th>PLEASE CONTACT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Consumer reporting agencies, creditors and others not listed below</td>
<td>Federal Trade Commission Consumer Response Center - FCRA Washington, DC 20580 - 877-382-4357</td>
</tr>
<tr>
<td>National banks, federal branches/agencies of foreign banks (word &quot;National&quot; or initials &quot;N.A.&quot; appear in or after bank's name)</td>
<td>Office of the Comptroller of the Currency Compliance Management, Mail Stop 6-6 Washington, DC 20219 - 800-613-6743</td>
</tr>
<tr>
<td>Federal Reserve System member banks (except national banks, and federal branches/agencies of foreign banks)</td>
<td>Federal Reserve Board Division of Consumer &amp; Community Affairs Washington, DC 20551 - 202-452-3693</td>
</tr>
<tr>
<td>Savings associations and federally chartered savings banks (word &quot;Federal&quot; or initials &quot;F.S.B.&quot; appear in federal institution's name)</td>
<td>Office of Thrift Supervision Consumer Programs Washington D.C. 20552 - 800-842-6929</td>
</tr>
<tr>
<td>Federal credit unions (words &quot;Federal Credit Union&quot; appear in institution's name)</td>
<td>National Credit Union Administration 1775 Duke Street Alexandria, VA 22314 - 703-519-4600</td>
</tr>
<tr>
<td>State-chartered banks that are not members of the Federal Reserve System</td>
<td>Federal Deposit Insurance Corporation Division of Compliance &amp; Consumer Affairs Washington, DC 20429 - 877-275-3342</td>
</tr>
<tr>
<td>Air, surface, or rail common carriers regulated by former Civil Aeronautics Board or Interstate Commerce Commission</td>
<td>Department of Transportation Office of Financial Management Washington, DC 20590 - 202-366-1306</td>
</tr>
<tr>
<td>Activities subject to the Packers and Stockyards Act, 1921</td>
<td>Department of Agriculture Office of Deputy Administrator-GIPSA Washington, DC 20250 - 202-720-7051</td>
</tr>
</tbody>
</table>
INFORMED CONSENT & DISCLOSURE (IC&D)

I understand that GREAT LAKES SAFETY TRAINING CENTER (GLSTC), at the request of my employer, (NAME OF YOUR EMPLOYER IN BOX) will utilize the services of STERLING INFOSYSTEMS, INC. (STERLING) in connection with my employment by EMPLOYER. I understand a consumer reporting agency will obtain information covering up to the last seven years regarding my criminal conviction background, consistent with federal and state law, and a consumer report describing such information (report) will be generated.

I understand that after STERLING conducts my criminal background check, it will determine whether I have passed or failed its Security Passport process (i.e., whether I will receive a “Security Passport”). STERLING will then inform GLSTC whether I will receive a Security Passport; provided, however, that in the event STERLING determines I failed its Security Passport process, STERLING will not inform GLSTC of details of such determination unless and until STERLING has complied with the procedures set forth in the immediately following paragraph. Upon STERLING’s determination, STERLING will post such determination on its SECURE website. EMPLOYER and third parties for whom I will or may potentially provide services on behalf of EMPLOYER will have access to such information, which information they may obtain via GLSTC’ website.

I also understand that if STERLING determines that I have failed its Security Passport process and will not receive a Security Passport based on the information contained in the report, STERLING will provide me a copy of the report and a description in writing of my rights under the FCRA. In such event, I understand if I disagree with the accuracy of any information in the report, I must notify STERLING within five business days of my receipt of the report. If I notify STERLING within five business days of receipt of the report that I am challenging information in the report, a final decision as to whether STERLING will grant me a Security Passport will not be made, until after I have had a reasonable opportunity to address the information contained in the report.

I hereby consent to this investigation and authorize a consumer report on my background as stated above from STERLING. I hereby certify that the information provided by me below is true and accurate. In order to verify my identity for purposes of the background investigation I am voluntarily releasing my date of birth for my own benefit and fully understand that age is not a consideration with respect to my employment. I acknowledge that I have reviewed the summary of my rights under the Fair Credit Reporting Act (FCRA) attached hereto.

Site(s) that employee will be working at:

☐ The Dow Chemical Co. ☐ Dow Corning Co. ☐ Hemlock SemiConductor ☐ Hemlock SemiConductor - TN
☐ Occidental Chemical (OxyChem) ☐ MidMichigan Medical ☐ Dow Kokam ☐ Other: ____________________________

PLEASE PRINT CLEARLY OR TYPE THE FOLLOWING INFORMATION:

Copy of Drivers License or State ID is required with form when submitting

Legal First Name: ____________________________ Legal Middle Name: ____________________________

Legal Last Name: ____________________________ Suffix (i.e. Jr. Sr. etc): ____________________________

Gender: Male ☐ Female ☐ Maiden, Alias and Former Name(s): ____________________________

Date of Birth (MM/DD/YYYY): ____________________________ Social Security Number: ____________________________

Current Address: ____________________________________________________________

Address ☐ City ☐ State ☐ Zip Code ☐ # of Years

Prior Address: ____________________________________________________________

Address ☐ City ☐ State ☐ Zip Code ☐ # of Years

International and/or U.S. Territory addresses in the Last Seven Years (additional charges may incur)

Address Province Country Zip Code # of Years

Signature ____________________________ Date ____________________________

Witness ____________________________ Date ____________________________

Helpful Hint: Check the boxes below to make sure you are all done!

Signature of Applicant ☐ Witness Signature ☐ Copy of Driver’s License or State ID – Must be Clear and Legible
EXPORT CONTROL COMPLIANCE (ECC)  
REQUIRED FOR Dow Corning - Facilities Contractors

U.S. export control laws, including the Export Administration Regulations (“EAR”), International Traffic in Arms Regulations (“ITAR”) and Office of Foreign Assets Control (“OFAC”) regulations, require that Dow Corning Corporation obtain an export license prior to providing controlled technologies to certain foreign nationals. The following questions are being asked to assess whether you are subject to these provisions and, if so, to determine your country of chargeability for export control screening purposes only. This information will not be used for any improper purpose.

1. **ARE YOU ONE OF THE FOLLOWING:**
   - Citizen or National of the United States.
   - U.S. Lawful Permanent Resident.
   - Person granted Refugee status.
   - Person granted Asylum.
   - Temporary Resident (Granted under Amnesty or Special Agricultural Worker provisions. The term “Temporary Resident” does not include persons in nonimmigrant status such as H-1B, L-1, F-1, etc.)

   **Yes**  **No**  
   If your answer to Question 1 is “No”, please proceed to Question 2.

   **Important Note:** If your answer to Question 1 above is “Yes,” please do not answer any of the following questions. Rather, go directly to the Signature Section at the end of this form.

2. **Please state your country of birth.**

3. **Have you ever acquired citizenship, nationality, or permanent resident status in a country other than your place of birth?**

   **Yes**  **No**
   If “Yes”, please provide details- (country(s), type of status, date of acquisition).

4. **Have you ever relinquished, abandoned, or lost citizenship, nationality or permanent residence in any country, including your country of birth?**

   **Yes**  **No**
   If “Yes”, please provide details (country(s), status relinquished/abandoned/lost, date of relinquishment/abandonment/loss):

**SIGNATURE SECTION**

I understand that the above listed companies’ reserves the right to inquire further on any matter related to matters bearing on Dow Corning and Hemlock SemiConductor’s export compliance obligations. I certify that the foregoing answers are true and correct to the best of my knowledge and belief.

Signature:  
Print Name:  

Employer:  
Date:  

Print Name:  
Date:
Security Passport Frequently Asked Questions

Q. What is the process to do background checks with Great Lakes Safety Training Center?

- First your company must complete a Request for Background Checks and Certification form, signed by an owner or designated manager. This form gives GLSTC legal permission to conduct the screens for your company. Your company must also designate a Security Passport Contact.

- You must, by law, provide a copy of “A Summary of Rights Under the Fair Credit Reporting Act” to each employee to keep. Once the employee has received that paperwork and had a chance to review the information, the employee must complete the Informed Consent & Disclosure form, and, if applicable, the Export Control Compliance form.

- The employee must provide legal names (not nicknames), write legibly, fill the form out completely and sign to authorize GLSTC to conduct the records search. Forms which are incomplete, have misinformation or are not signed will be delayed and could result in additional charges.

- By order of our Board of Directors, we will bill companies who are members of GLSTC, but non-members must pay for screens BEFORE the screen will be started.

- Please note, there are additional search costs for some localities, for example, searches in the State of New York, the State of Maine, etc and international searches also require additional fees. Additional name searches are an additional $40.00 charge. GLSTC passes the cost of the background search through as a direct cost, non-members must pay these fees in advance as well.

- The background screen process will take from 3 – 5 business days, depending on locations, commonality of name, prior record and accuracy of the form submitted to GLSTC. Once the result is received, GLSTC will notify the Security Passport Contact by email from sender background@glstc.org.

Q. Is my employees’ information safe?

- Yes. GLSTC provides access only to critical personnel AND keeps all information securely locked in an alarmed room. Additionally, Sterling Infosystems Inc., our vendor, website is protected by the True Secure. This security rating is the highest in the industry.


Q. Is a credit report completed?

- No. GLSTC will verify that your employee has a VALID social security number; however, no credit check is completed. The Fair Credit Reporting Act includes all background searches, due to the social security number requirement.

Q. Do I have to include a copy of the employee’s social security card and driver’s license?

- A copy of the Driver’s License or State ID card is mandatory. The request for the social security was made to avoid the confusion of hand printed numbers. It is not mandatory to provide a copy with the request, but the numbers on the application need to be clearly printed to avoid a rejection due to an illegible number. The forms on the GLSTC website can be filled in on your computer and printed.
Frequently Asked Questions – Continued

Q. How long does the entire background check take?
- The entire process takes an AVERAGE of 3 business days to complete. Different factors may make the check take longer, such as living in a small town, many addresses in the past seven years, etc.

Q. How will I know the results?
- A member of the GLSTC Staff will send an e-mail notification, from background@glstc.org, to the company’s designated Primary Security Passport Contact person as soon as the results are in. To protect your privacy we can only release results to the employer’s designated contact person.

Q. How much does the background check cost?
- The base cost for GLSTC member companies is $65 for each employee checked. The base cost for non-member companies is $75 for each employee checked. The Export Control Compliance (ECC) Questionnaire, required for ALL Dow Corning and Hemlock SemiConductor facilities is an additional $12.50 for members and $15.00 for non-members. Extra charges may be incurred if the employee was a resident of New York, Maine or another country, the employee has any aliases, maiden, former, or additional names that have been used in the past 7 years, incorrect information was given on the consent form, i.e. transposed social security numbers, missing digits, etc. Please note that GLSTC member companies may be invoiced for this service, but non-member companies will need to pay all costs before the search will be initiated.

Q. How often must the background check be repeated?
- A background check is to be completed every 7 years for each employee. If the employee changes companies or is unemployed or temporarily separated for 90 days or more, he or she must have another background check completed.

Q. What if my employee fails the background check?
- A member of the GLSTC Staff will contact your company’s designated contact person to inform him or her that the employee cannot be issued a Security Passport. The employee will then be sent a copy of the report from Sterling and a description in writing of his or her rights under the Fair Credit Reporting Act.

- If the employee disagrees with the accuracy of the report he or she must notify Sterling within five business days of receipt of the report to dispute their findings.

Please note that the background screen process is used to expedite individuals who pass through these criteria. If an individual does not meet the requirements at first glance, the individual circumstances need to be reviewed with Site Security to determine the individual’s ability to receive security clearance.
Frequently Asked Questions – Continued

Q. What is the background check looking for?
- The background check will be looking at state and federal criminal felony convictions. For a complete list please view the Criminal History Matrix.

Q. What does my employee do after he or she has passed the background check?
- After the employee has passed the background check he or she will need to have a Security Passport issued from GLSTC. The employee may do this when they take their training or Monday thru Friday 7:00 AM – 4:30 PM. The employee must bring a valid government issued picture ID (i.e. driver’s license or state ID card) to be issued the Security Passport. HSC, LLC – Clarksville TN: Security Passport Cards will be mailed to the Jacobs Engineering at the site; once their Construction Maintenance Initial safety class is completed.

Q. What is the Export Control Compliance form?
- All chemical processing facilities are required to restrict access to specifically defined process, materials and facilities per Federal Export Control regulations for non-U.S. persons. Because Dow Corning, Hemlock SemiConductor and HS, LLC TN produces export controlled products and have export controlled equipment and technology, there are many areas of the Dow Corning facilities that need to be restricted from employees and contractors who are not U.S. Persons. Dow Corning, Hemlock SemiConductor and HS, LLC TN has asked GLSTC to require the completion of the Export Control Compliance form as part of the Security Passport Process.

Q. What is a U.S. Person?
- A U.S. Person under the Export Administration Regulations is defined as a US Citizen or National, U.S. Lawful Permanent Resident (“Green Card” holder), Person granted asylum or refugee status or Temporary Resident (granted under Amnesty or Special Agricultural Worker provision).

Q. If my employee is a non-U.S. Person, will s/he be able to work onsite at Dow Corning Facilities?
- If your employee is granted a Security Passport, it will be the decision of Dow Corning, SemiConductor and HS, LLC TN Security to determine the authorization of access to the facility. The Federal regulations specify restrictions based upon the country of citizenship and/or country of origin and Dow Corning, SemiConductor and HS, LLC TN will use those Federal regulations to determine access.

Q. How does the Security Passport change based upon U.S. Person Status?
- The Security Passport process continues as always with the following exception:
  o A U.S. Person will have a green border added to the Security Passport.
  o A non-U.S. Person will have a red border added to the Security Passport to communicate status to Dow Corning, SemiConductor and HS, LLC TN Security that additional information will need to be collected and access restrictions (if any) can be determined.
Frequently Asked Questions – Continued

Q. What if my employee has already passed the Security Passport process but now needs access to Dow Corning, SemiConductor and HS, LLC TN facilities?
   • The employee will need to complete the Export Control Compliance Questionnaire and there will be an additional charge to process the paperwork, documentation and print a new Security Passport card. The employee must bring a valid government issued picture ID (i.e. driver’s license or state ID card) to be issued the Security Passport.

Q. If my employee is granted access to one facility, will s/he be able to go to other sites?
   • Each company site has different restrictions, if you have an employee who will need additional review, you should contact Security at every site where you intend the employee to work to ensure that access can be granted.

Q. My company uses sub-contractors, how are they handled.
   • There is not a special designation for Sub-contractors. They are required to submit the Company information forms and the IC&D forms for their own employees. The Sub-contractor will be responsible for cost of the screens and classes (if required); at non-member pricing, unless they chose to become a member. GLSTC is not responsible to procure payment from the Contractor; any payment agreements would be between the Contractor and the Sub-contractor.
Criminal History Matrix

These crimes are only disqualifying if they are considered felonies in the appropriate jurisdiction. A volunteer will be disqualified from holding a Security Passport if he or she was convicted or found not guilty by reason of insanity within the last seven years, released from prison in the last five years, or is wanted or under indictment for any of the below listed crimes.

Criminal convictions/pending cases also include deferred adjudication, conditional release, no contest pleas, related attempts or conspiracy to commit, and guilty by reason of insanity.

State & Federal Criminal Felony Conviction Search:

- any felony that involves acts of violence and/or the use of weapons
- a crime involving a severe transportation security incident (i.e., security incident involving a significant loss of life, environmental damage, transportation system disruption, or economic disruption in a particular area)
- aggravated crimes against nature
- aiding others in terrorism
- aircraft piracy outside the special aircraft jurisdiction off the United States, 49 U.S.C. 46502(b) *
- aircraft piracy, 49 U.S.C. 46502 *
- arson
- assault (including aggravated and/or sexual)
- battery (including sexual battery)
- bribery
- burglary (breaking and entering)
- carjacking
- carrying a weapon or explosive aboard aircraft, 49 U.S.C. 46505 *
- commission of certain crimes aboard aircraft in flight, 49 U.S.C. 46506 *
- computer crimes (hacking, fraud, damage to property)
- conveying false information and threats, 49 U.S.C. 46507 *
- credit card fraud
- criminal anarchy
- denied or removed under the Immigration and Nationality Act (8 U.S.C. 1182) *
- destruction of an aircraft or aircraft facility, 18 U.S.C. 32 *
- any felony drug offenses (controlled dangerous substances as described in the uniform controlled dangerous substances law)
- embezzlement
- espionage
- explosive offensives (devices, fake explosive devices, incendiary devices, dangerous articles, importation, manufacture, distribution, storage)
- extortion
- false imprisonment--armed or hostage taking
Criminal Matrix - Continued

- false personating (peace officer, public official)
- forgery and counterfeiting
- fraud (including dishonesty and misrepresentation)
- homicide/murder/manslaughter/including solicitation to murder (excluding negligent manslaughter)
- identity theft
- immigration violations
- improper transportation of a hazardous material, 49 U.S.C. 46312 *
- interference with a air navigation, 49 U.S.C. 46308 *
- interference with flight crew members or flight attendants, 49 U.S.C. 46504 *
- kidnapping
- lighting violations involving transporting controlled substances, 49 U.S.C. 46315 *
- misprision of treason
- monetary instrument abuse
- Patriot Act known terrorist list
- perjury and false swearing
- purse snatching
- racketeering and RIICO violations
- rape
- robbery
- sedition
- sex crimes
- smuggling
- tax evasion
- terrorism
- theft-larceny including felony shoplifting)
- treason
- U.S. citizenship status
- unlawful entry into an aircraft area that serves air carriers or foreign air carriers contrary to established security requirements, 49 U.S.C. 46314*
- Weapons; any offense-carrying a concealed weapon, weapon on premises, illegal use, manufacture, store, sell, distribute, discharge, etc.

Helpful Hint: The key is “7 Years”, if there has been anything on this list in the last 7 years, there will be a flag. Also, it is the end of their Probation/Release rather than the conviction date.
COMPANY PAYMENT INFORMATION
This information will NOT be kept on file for Non-Member Companies.

Today’s Date: 

Company Name: 

Company Contact: 

Contact’s Phone: 

Contact’s Email: 

Name on Card: 

Your Receipt will be sent to the e-mail listed above.

Check One:

Visa ☐  MasterCard ☐  Discover ☐  American Express ☐

Card Number: 

Expiration Date:       Security Code: 

Payment is for:  Background Screens ☐  Pre-Existing Certification ☐

Membership ☐  Training Classes ☐

Tip #4: If you are having a large amount of employees come in, it is always best to become a member with us. Members get a huge number of benefits -- time saving, cost reductions, and invoicing only being a few. We require all non-member companies pre-pay for all services.
Prepared People

Accounts Payable Form
Required for Member Companies

Please note: All Member companies will be electronically billed. The information below will be required of all member companies; non-members are not required to fill this form out, however it could be suggested for informational purposes alone.

Company Name: __________________________________________

Accounts Payable Information:

Contact Name: __________________________________________
Contact Email: __________________________________________
Contact Phone: __________________________________________

Remove as Accounts Payable Contact: _________________________
Changes Authorized by: ____________________________________
Date: _____________________________________________