

## ***RAPIDGate* Program Enrollment Information**

### **1. Enroll your company by calling 1-877-*RAPIDGate* (1-877-727-4342).**

Provide the *RAPIDGate* Customer Service Representative with your JPL point-of-contact, including a name, phone number, and e-mail address. JPL Office of Protective Services (OPS) must authorize your request to participate in the *RAPIDGate* Program. The minimum elapsed time from enrollment to an individual receiving his or her *RAPIDGate* Credential (Badge) is approximately two weeks.

If your company is already enrolled in the *RAPIDGate* Program at another location, your company may request access for its employees at JPL by calling 1-877-*RAPIDGate* (1-877-727-4342). Once your company is approved, your employees who already hold *RAPIDGate* Credentials will be able to use their credentials at JPL as well.

### **2. Employees register at on-site registration station located at the JPL Visitors Center.**

The fee for participation in the *RAPIDGate* Program is \$199.00 per company and \$159.00 per employee. Once your company has been approved for enrollment and paid the enrollment fee, instruct your employees who need access to JPL to register at one of the two self-service registration stations located at the JPL Visitors Center. Employees with oversize vehicles (semi-trucks, trailers, etc.) who want to register must arrive in smaller vehicles, as parking is limited.

During registration, each employee must provide your company's *RAPIDGate* company code, his or her address, phone number, date of birth, and Social Security number. The Registration Station will capture the employee's photograph for badging and fingerprints for identity verification. Assisted registration at your company's location is available if you have 20 or more employees to register. Call 1-877-*RAPIDGate* (1-877-727-4342) for details.

### **3. The *RAPIDGate* Program performs background screening and credentialing.**

Once your company has been approved for participation and paid the registration fee, the *RAPIDGate* Program performs identity authentication and background screening. Your company will be notified when qualified employees may pick up their personalized *RAPIDGate* Credentials at the JPL Visitors Center. To retrieve this, each employee must show proof of identity by presenting one form of identification from List A (next page), or two forms of identification from List B.

After activating their *RAPIDGate* Credentials (badge), employees will present their Credentials to request entry to JPL through the South Gate, and must wear and display the Credentials above the waist at all times while on the premises. Questions about the JPL *RAPIDGate* Program should be addressed to [info@RAPIDGate.com](mailto:info@RAPIDGate.com) with the subject line RE: *RAPIDGate* Program.

## Forms of Acceptable Identification

### List A – One Needed

- U.S. Passport (unexpired or expired)
- Permanent Resident Card or Alien Registration Receipt Card (Form I-551)
- Unexpired foreign passport, with I-551 stamp or attached Form I-94 indicating unexpired employment authorization
- Unexpired Employment Authorization Document that contains a photograph (Form I-766, I-688, I-688A, I-688B)

### List B – Two Needed

- Driver's license or ID card issued by a state.
- ID Card issued by federal, state or local government agencies or entities
- School ID card with a photograph
- Voter's registration card
- U.S. Military card or draft record
- Military Dependent's ID card
- U.S. Coast Guard Merchant Mariner Card
- Native American tribal document
- Driver's license issued by a Canadian government authority
- U.S. Social Security card issued by the Social Security Administration
- Certification of Birth Abroad issued by the Department of State (Form FS-545 or Form DS-1350)
- Original or certified copy of a birth certificate issued by a state, county, municipal authority or outlying possession of the United States bearing an official seal
- U.S. Citizen ID Card (Form I-197)
- ID Card for use of Resident Citizen in the United States (Form I-179)
- Unexpired employment authorization document issued by DHS (other than those listed under List A)

## **RAPIDGate Program FAQ**

### **What is the *RAPIDGate*<sup>®</sup> Program?**

The *RAPIDGate* Program is part of Jet Propulsion Lab's (JPL) new security procedures for contractors, subcontractors, vendors, suppliers and service providers. The Program is being implemented to mitigate delays as a result of new Government directives for more restrictive access control procedures. The Program includes registration, identity authentication, background screening, credentialing, and access management with biometrics and reporting.

### **How do I enroll my company in the *RAPIDGate* Program?**

To initiate enrollment in the *RAPIDGate* Program, simply call 1-877-*RAPIDGate* (1-877-727-4342) and a *RAPIDGate* Customer Service Representative will walk you through the enrollment process. The company enrollment fee for participation in the program is \$199.00 per year plus employee registration fees. You will need to provide the Customer Service Representative with your JPL Sponsor's information, including name, phone number, and email address. JPL Office of Protective Services (OPS) must authorize your request to participate in the *RAPIDGate* Program. After enrollment you will be sent a welcome email with your *RAPIDGate* Company Code. Your employees will need your Company Code in order to register. The minimum elapsed time from enrollment to an individual receiving his or her *RAPIDGate* Credential (badge) is approximately two weeks. If your company is already enrolled in the *RAPIDGate* program at another location, you may initiate access for your employees at JPL by calling 1-877-*RAPIDGate* (1-877-727-4342).

### **How do I register my company's employees in the *RAPIDGate* Program?**

Once your company has been approved for enrollment and has paid the enrollment fee, instruct your employees who need access to JPL to register at one of the two self-service registration stations located at the JPL Visitor Center. Employees with oversized vehicles (semi-trucks, trailers, etc.) who want to register must arrive in smaller vehicles, as parking is limited.

Your employees may register for the annual *RAPIDGate* Program or the quarterly *RAPIDGate-90*<sup>™</sup> option. The annual *RAPIDGate* Program provides employees access privileges to JPL for up to one year. The Program is ideal for most yearlong or recurring contracts and long-term employees. The fee for the annual *RAPIDGate* Program is \$159.00 per employee.

The *RAPIDGate-90* option provides employees access privileges to JPL for up to one quarter. The option may be renewed each quarter if access to the installation is still required. The *RAPIDGate-90* option is ideal for seasonal or temporary employees and short duration contracts. The fee for the *RAPIDGate-90* option is \$59.00 per employee per quarter.

To register employees must have your company's *RAPIDGate* Company Code, his or her address, phone number, date of birth, and Social Security Number. The registration station will capture the employee's photograph and digital fingerprints. The program screens each employee to identify disqualifying events including, but not limited to: felonies, sexual offenses and inclusion on terrorist watch lists. Qualifying employees receive a fraud-resistant *RAPIDGate* Credential and you will be notified when the Credential is ready for pick-up at the JPL Visitor Center. Assisted registration at your company's location is available for companies with 50 or more employees needing registration. Call 1-877-*RAPIDGate* (1-877-727-4342) for details.

After activation, employees will present their *RAPIDGate* Credentials to request entry to JPL gates. Employees must wear and display the Credential at all times while on the premises. Questions about the JPL *RAPIDGate* Program should be addressed to 1-877-*RAPIDGate* (1-877-727-4342) or [info@RAPIDGate.com](mailto:info@RAPIDGate.com) with the subject line RE: *RAPIDGate* Program.