

RAPIDGate Program Enrollment Information

1. Enroll your company by calling 1.877.RAPIDGate (1.877.727.4342).

To enroll your company in the RAPIDGate® Program, please go to <https://eform.rapidgate.com/> to fill out the Enrollment Form. On the form you will need to provide your sponsor point of contact at Fort Leavenworth, including their name, phone number, and email address. If your company is not already pre-approved, RAPIDGate will seek approval from authorized sponsors at Fort Leavenworth. The minimum elapsed time from company enrollment to an employee receiving his or her RAPIDGate Credential is approximately two weeks.

Enroll today to ensure your employees have their RAPIDGate Credentials by the Program effective date of November 2, 2015.

If your company is already enrolled in the RAPIDGate Program at another installation, you may request access for your employees at this installation by calling 1.877.RAPIDGate (1.877.727.4342). Once your company is approved by Fort Leavenworth, your employees who already hold RAPIDGate Credentials may be able to use the same credentials at the additional installation.

2. Employees register at onsite Registration Stations.

Once your company has been approved for enrollment and paid the enrollment fee, you will receive an email with your company's RAPIDGate Company Code. This code instructs your employees who need access to Fort Leavenworth to register at the self-service registration station located at Fort Leavenworth. Each employee should be ready to provide the RAPIDGate Company Code, plus his or her address, phone number, date of birth, and Social Security number. The Registration Station will capture the employee's photograph for credentialing and fingerprints for identity verification.

In order for a RAPIDGate Credential to be issued, the individual must follow the picture quality instructions outlined on the registration station. Additionally, they will be required to provide two forms of identification that meet the requirements listed below, and which match the full name that was used at registration. Failure to follow those steps may result in re-registration. More information about these requirements can be found on the RAPIDGate website or at www.rapidgate.com/tips.

Assisted registration at your company's location may be available if you have 50 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 approved each employee 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 schedule an appointment to pick up their personalized RAPIDGate Credentials at Fort Leavenworth Pass and ID Office. To retrieve a credential, each employee must show proof of identity by presenting two forms of identification.

After the RAPIDGate Credential is issued, all employees must wear and display their credential at all times while on the installation. Questions about Fort Leavenworth RAPIDGate Program should be addressed to info@rapidgate.com with the subject line RE: RAPIDGate Program.

Types of Acceptable Identity Documents needed when picking up your credential:

During identity proofing, the participant shall be required to provide two forms of identity source documents in original form.

The identity source documents shall be bound to that participant and shall be neither expired nor canceled.

The primary identity source document shall be one of the following forms of identification:

1. U.S. Passport or a U.S. Passport Card
2. Permanent Resident Card or an Alien Registration Receipt Card (Form I-551)
3. Foreign passport
4. Employment Authorization Document that contains a photograph (Form I-766)
5. Driver's license or an ID card issued by a state or possession of the United States provided it contains a photograph
6. U.S. Military ID card
7. U.S. Military dependent's ID card
8. PIV Card

The secondary identity source document may be from the list above, but cannot be of the same type as the primary identity source document. The secondary identity source document may also be one of the following:

1. U.S. Social Security Card issued by the Social Security Administration
2. Original or certified copy of a birth certificate issued by a state, county, municipal authority, possession, or outlying possession of the United States bearing an official seal
3. ID card issued by a federal, state, or local government agency or entity, provided it contains a photograph
4. Voter's registration card
5. U.S. Coast Guard Merchant Mariner Card
6. Certificate of U.S. Citizenship (Form N-560 or N-561)
7. Certificate of Naturalization (Form N-550 or N-570)
8. U.S. Citizen ID Card (Form I-197)
9. Identification Card for Use of Resident Citizen in the United States (Form I-179)
10. Certification of Birth Abroad (Form FS-545), Certification of Report of Birth issued by the Department of State (Form DS-1350), or Consular Report of Birth Abroad of a citizen of the United States of America (Form FS-240)
11. Temporary Resident Card (Form I-688)
12. Employment Authorization Card (Form I-688A)
13. Reentry Permit (Form I-327)
14. Refugee Travel Document (Form I-571)
15. Employment authorization document issued by Department of Homeland Security (DHS)
16. Employment Authorization Document issued by DHS with photograph (Form I-688B)
17. Driver's license issued by a Canadian government entity
18. Native American tribal document
19. In the case of a nonimmigrant alien authorized to work for a specific employer incident to status, a foreign passport with Form I-94 or Form I-94A bearing the same name as the passport and containing an endorsement of the alien's nonimmigrant status, as long as the period of endorsement has not yet expired and the proposed employment is not in conflict with any restrictions or limitations identified on the form

20. A passport from the Federated States of Micronesia (FSM) or the Republic of the Marshall Islands (RMI) with Form I-94 or Form I-94A indicating nonimmigrant admission under the Compact of Free Association Between the United States and the FSM or RMI

21. Nexus Card

Some states and territories may provide an official identification document to an individual regardless of that individual's immigration status. As mandated by some of our government customers, identification documents issued regardless of a person's immigration status may not be used to prove a person's identity for RAPIDGate® Program purposes.