

RAPIDGate®



The RAPIDGate Program Registration and Issuance Guidebook

Simple steps to obtain your RAPIDGate Program Credential

1

Read and Accept User Agreement



2

Register at Registration Station



3

Pick Up Credential





User Agreement to be accepted
at registration station.



For a copy of the user agreement, please
go to www.rapidgate.com/registration

Spanish versions also available at
registration station and online.

www.rapidgate.com

1.8.0 (1.8.0) **1.8.0** 1.7.0 1.6.0 1.5.0 1.4.0 1.3.0 1.2.0 1.1.0 1.0.0



Step Two

Use the registration station map below to find your closest installation. Simply go to any self-service RAPIDGate registration station located on the installation to apply.

Adding a facility to your already active credential?
Simply connect your RCA.



Use the map at
www.rapidgate.com/locations
to find your nearest registration station



In about 14 days, you will receive an email with instructions on where to pick up your credential. Check your email to see if an appointment is required.

Register at Registration Station

1

Enter Your Personal Information



- Registration Code
- **Full Legal Name**
- **Social Security Number**
- **Date of Birth**
- Email Address
- Home Address and Phone Number
- Primary Facility

2

Take Photograph



3

Scan Fingerprints





- 1 Fill in registration/company code
- 2 Enter your legal first and last name as it appears on all of the forms of identification you plan to use at issuance. Names may not be abbreviated.

Name 7 / 21

Enter Name

★ Legal First Name: **A**

Middle Name: **B**

★ Last Name: **A**

Name Suffix: **B**

Mother's Maiden Name: **C**

- A** If you have two last names – or a hyphenated last name enter both last names in the “Last Name” field, not the “Mother’s Maiden Name” field.
- B** If a suffix (i.e, Jr., Sr., etc.) is part of your legal name and appears on ID docs – enter it.
- C** Entering “Mother’s Maiden Name” only applies to Puerto Rico facilities.

Enter Your Personal Information

- 3 Enter the email address where you want to be notified when your credential is ready for pick up

The screenshot shows a web form titled "Email Address" with a progress indicator "4 / 21". It includes a "Menu" button and a "Do not have an email address? Check here" link. The form contains two required fields: "Enter your email address" (with the value "johndoe@email.com") and "Re-enter your email address". At the bottom are "Clear" and "Next" buttons, and the Fortior Solutions logo.

- 4 Enter home address and phone number

The screenshot shows a web form titled "Home Address" with a progress indicator "8 / 21". It includes a "Menu" button and a "Home Address" heading. The form is divided into two columns for "Address 1" and "Address 2". Address 1 fields include "Address 1" (1234 Main Road), "Suite / Apartment", "State" (Oregon), and "City" (Hillsboro). Address 2 fields include "City" (Hillsboro) and "Zip Code" (12345). At the bottom are "Clear" and "Next" buttons, and the Fortior Solutions logo.

The screenshot shows a web form titled "Telephone Number" with a progress indicator "9 / 21". It includes a "Menu" button and an "Enter Telephone Number" heading. The form contains three fields: "Area Code" (555), "Telephone Number" (555-5555), and "Extension". At the bottom are "Clear" and "Next" buttons, and the Fortior Solutions logo.



- 5 Select the facility where you want to pick up your credential

The screenshot shows a web application interface with a red header bar. The header contains a close button (X), the title 'Facility', a menu icon and 'Menu' text, and navigation arrows. The page number '3 / 21' is in the top right. The main content area has a red asterisk followed by the text '*Select your primary work facility' and a blue icon. Below this is a white dropdown menu. At the bottom, there are 'Clear' and 'Next' buttons, and the Fortior Solutions logo.

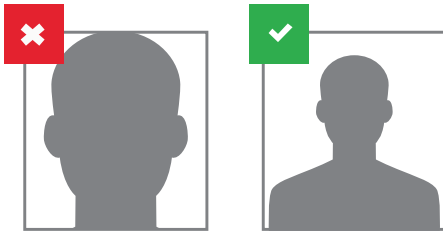
- 6 Enter your Social Security Number

The screenshot shows a web application interface with a red header bar. The header contains a close button (X), the title 'Social Security Number', a menu icon and 'Menu' text, and navigation arrows. The page number '10 / 21' is in the top right. The main content area has a red asterisk followed by the text '*Re-enter your Social Security Number' and a blue icon. Below this is a grid of 10 input boxes for the Social Security Number, arranged in two rows of five. The first box in the top row is highlighted in blue. At the bottom, there are 'Clear' and 'Next' buttons, and the Fortior Solutions logo.

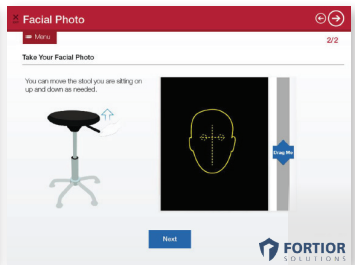
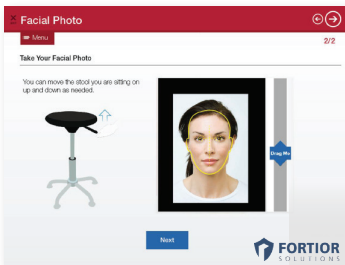
Take Photograph

Taking an Acceptable Photograph

- Prescription glasses are acceptable
- No sunglasses
- No smiling
- No headwear (unless religious in nature)
- Face must be centered in the frame
- Look up slightly



Ensure your shoulders are visible





Touch the photo that matches the criteria best.
Then review the criteria in the checkbox and
touch the screen to confirm each item.

×

EXIT

Facial Photo

←

→

☰

Menu

17 / 21

★Touch photo to use



★Touch each checkbox to confirm your photo meets the specified criteria

☐

The photo looks clear and is not blurred or pixelated

☐

Top of the head is visible and not cropped

☐

Eyes are open and looking straight into the camera

☐

Colors are bright and do not appear to be washed out

☐

Hair or other obstacles are not blocking eyes or face

☐

No smiling

☐

No glasses, hats, nor headgear

☐

Head is pointed straight forward

Retake image

Next



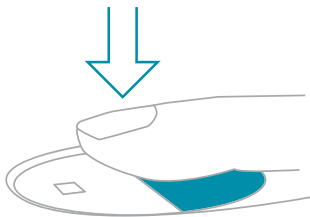
FORTIOR
SOLUTIONS

Option to retake photo

If the photo you submit does not meet our criteria, your company will be notified the next day by email and you will be required to re-take the photo.

How to scan acceptable fingerprints

- Wash hands thoroughly before scanning
- Make sure fingerprint pad is free of dust and/or debris
- Press entire first joint of finger lightly but firmly on the pad

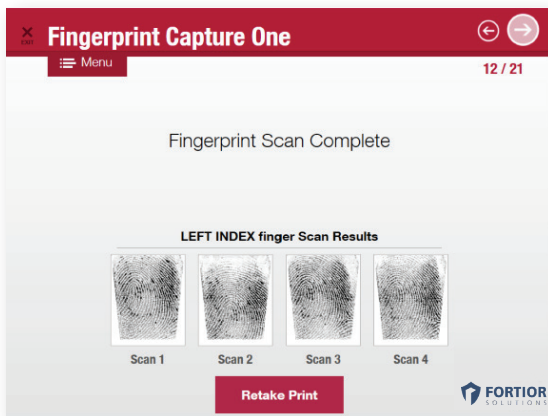


- Wait for the scanned image to appear



Tips for scanning fingerprints

- Dry fingers should be moisturized for fingerprint capture
- If your finger is injured (cut, burn, scrape, etc.), you can use an alternate finger



If you have issues with scanning your fingerprints, please call Customer Support at 1.877.727.4232.

Pick Up Credential

1

Receive Email Notification



2

What to Expect When You Pick Up Credential



3

Bring Two Forms of Identification





Receive email with directions to pick up credential.

If you are required to schedule an appointment, an appointment link will be provided in the email.

Email Screen

RAPIDGate®

Dear First Last,

The following participant has a RAPIDGate Premier™ Credential ready for issuance at - Bremerton Pass & ID Office, 981 Charleston Beach Road W, Bremerton, WA 98312.

First Last

Please have your participant schedule an appointment in their name for their credential issuance by clicking the link below:

SameLink.com/goeshere

(If you are unable to open the link, please copy and paste the URL into your web browser.)

The facility will hold the credential until [DATE]. After that date, the credential will no longer be available for issuance. In addition, the standard RAPIDGate credential (if applicable) will be deactivated and may no longer be used for access to Naval Base Kitsap. It is advised that you have the participant pick up their RAPIDGate Premier Credential within two weeks of receiving this notice. There will be a \$40 Credential Management fee (plus applicable taxes and surcharges) for any credential that needs to be reordered.

Important note:

- ☐ Please notify the participant to book the appointment within two weeks of this notification.
- ☐ Your participant may need an additional background and/or government database check administered by the facility that is separate from the RAPIDGate Program. It is also possible to receive a failure notice due to the National Crime Information Center screen. That notice would supersede any previous credential notification.
- ☐ **Please remind your participant that he/she will be required to show identification at the time of credential issuance.** The participant will have to show identification that meets the citizenship and identity proofing requirements outlined below when picking up their RAPIDGate Premier Credential. requires all participants to present valid identification that has not expired. **Identification documents must fully match the participant's First and Last Name on the credential.** If "" does not match the participant's documents, please call RAPIDGate Customer Support before scheduling their appointment.

Appointment Screen

RAPIDGate®

If needing to change your appointment within 24 hours, please call RAPIDGate Customer Support (877) 727-4342

Home Appointments

Appointment Locator

Select Service
[Select Service] ▼

Welcome to our online scheduling system.

To get started, please select RAPIDGate Credential Issuance from the drop down menu on the left.



Allow minimum of 15 minutes for issuance

Identity Proofing: You will be asked for two forms of identification

Fingerprint Scanning*: You will be asked verify your identity with a scan of your fingerprints to ensure they match the fingerprints the RAPIDGate Program has on file.

Digital Certificates*: Certificates will be written to your credential (7 min)

Subscriber Agreement*: You will be required to sign a Subscriber Agreement to receive your RAPIDGate Program Credential

Credential Activation: Please allow 24 to 48 hours for the credential to fully activate at all gates.



RAPIDGate Premier™: After your credential is validated successfully, it will activate automatically.



RAPIDGate: Call 1.877.727.4342 to activate

For RCAs: If you have more than 50 participants, contact RAPIDGate Customer Support at 1.877.727.4342. We may be able to assist you in scheduling a block of time for issuance onsite at a convenient location for you.

*Only applicable to RAPIDGate Premier™

Bring Two Forms of Identification



Make sure the identification documents you bring match the exact name provided at registration. First name, last name, and suffixes must be exactly the same on both forms of identification.

✓ Match

	Identification Name 1	Identification Name 2
Example 1	Jonathan Smith III	Jonathan III Smith
Example 2	Jonathan M Smith	Jonathan Michael Smith
Example 3	Jose Manuel Garcia Martinez	Jose M Garcia Martinez

✗ No Match

	Identification Name 1	Identification Name 2
Example 1	Jonathan M Smith, Jr.	Jonathan M Smith
Example 2	Jonathan M Smith	Jonathan P Smith
Example 3	Jose Martinez	Jose Garcia Martinez

Bring Two forms of Identification

List of Acceptable Documents To Include REAL ID Requirements

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 that is deemed compliant with the REAL ID act of 2005 by the US Department of Homeland Security. **DLs and IDs marked with "NOT FOR FEDERAL IDENTIFICATION" will not be accepted, Army will require two photo IDs**
 - 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 or Certification of Report of Birth issued by the Department of State (Form FS-545 or Form DS-1350)
 - 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
-

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.

For more information contact:
info@rapidgate.com

For answers to frequently
asked questions visit:
rapidgate.com/faqs