



## GCSC Identification Requirements

### All Trainees:

1. Valid U.S. Driver's License; Valid U.S. State or Federal-Issued Non-Driver Identification Card with Photo; or Valid U.S. Passport

### First-Time Trainees at GCSC Facilities:

1. Valid U.S. Driver's License; Valid U.S. State or Federal-Issued Non-Driver Identification Card with Photo; or Valid U.S. Passport

AND

2. Original Social Security Card; U.S. State or Federal-Issued Photo Identification Containing Social Security Number; or \*Faxed or Emailed Letter on Company Letterhead

**Note:** The Transportation Worker Identification Credential (TWIC) is not accepted at GCSC as a form of Identification.

### \*Faxed or Emailed Letter on Company Letterhead:

Company must fax or email a Letter on Company Letterhead containing the Trainee Name, Social Security Number, and the following statement, "*Trainee Name* is an employee of *Company Name*. We take full responsibility that this person is who he says he is." The letter must be signed by a Company Representative and faxed to (504) 469-7588 or emailed to [csr@mygcsc.com](mailto:csr@mygcsc.com).

- **Trainee scheduled for Basic Orientation Plus:** Letter must be received by no later than 10:00AM.
- **Trainee scheduled for Computer Based Training:** Letter must be received before being seated.