

## **HAZARDOUS MATERIALS ENDORSEMENT (HME) APPLICATION HANDOUT**

- Begin the process by applying at any Delaware Division of Motor Vehicles (DMV) office. The applicant must:
  - a. Be at least 21 years of age.
  - b. Have a valid CDL or CDL Permit (for beginning process only).
- 1. Pay a \$5.00 hazardous materials endorsement (HME) testing fee and pass the HME knowledge test.
- 2. The applicant must visit the Transportation Security Administration (TSA) agent website at <https://universalenroll.dhs.gov/> and fill out the federal HME application. If you do not have internet access or wish for a TSA approved agent to fill out your application, you may call the TSA approved agent Helpdesk at 1-855-347-8371. **There is a federal fee of \$86.50** that you may pay online or over the phone by credit or debit card. If you do not wish to use a credit or debit card, you **must bring a money order** in the amount of \$86.50 made payable to **MorphoTrust USA** with you when you get fingerprinted or your application will not be processed. Please note, the fee to renew the threat assessment is the same as the initial threat assessment fee.
- 3. Once your application is completed, you must be fingerprinted by a TSA approved agent. All of the information about the fingerprinting process, including fingerprint locations, can be found on the TSA agent website <https://universalenroll.dhs.gov/> or by calling 1-855-347-8371.

**If you wish to be fingerprinted locally, please visit the TSA agent website <https://universalenroll.dhs.gov> or call 1-855-347-8371 for a listing of your local TSA approved Universal Enrollment Centers.**

- The TSA application and your fingerprints must be submitted to TSA at least 30 days prior to issuing or renewing your HME since DMV cannot issue an HME until TSA determines you are not a security threat. Once TSA notifies you by mail that you are qualified, bring your TSA letter to any DMV location and, upon confirmation from TSA, we will add the HME to your CDL. If TSA determines you are not qualified for an HME, TSA will provide you with information on how to appeal the security threat assessment. You can find more information on the appeal process by visiting the following TSA website: [www.tsa.gov](http://www.tsa.gov).
- The following requirements must be met before DMV will apply the endorsement to the CDL:
  - CDL must be valid
  - TSA approval must be received
  - Proof of citizenship or immigration status must be presented
  - HME knowledge test must be passed
- If you have any questions regarding the DMV process, please feel free to visit us on the web at [www.dmv.de.gov](http://www.dmv.de.gov) or you may call us at (302) 744-2572 or (302) 744-2563. For questions about the application or fingerprint process please contact the TSA approved agent at <https://universalenroll.dhs.gov/> or call them at 1-855-347-8371. For questions concerning the federal process, appeals, and waivers please contact the TSA at <http://www.tsa.gov/stakeholders/hazmat-endorsement-threat-assessment-program>.

### **Permanently Disqualifying Criminal Offenses**

An applicant has a permanently disqualifying criminal offense if convicted or found not guilty by reason of insanity in a civilian or military jurisdiction of any of the following felonies:

1. Espionage.
2. Sedition.
3. Treason.
4. Terrorism.
5. 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).

6. Improper transportation of a hazardous material (minor infractions involving transportation of hazardous materials will not disqualify a driver; for instance, no driver will be disqualified for a minor roadside infractions or placarding violations).
7. Unlawful possession, use, sale, distribution, manufacture, purchase, receipt, transfer, shipping, transporting, import, export, storage of, or dealing in an explosive or explosive device.
8. Murder.
9. Bomb threats.
10. Racketeer Influenced and Corrupt Organizations Act (RICO) violations (if the crime underlying the RICO conviction is on the list of permanently disqualifying crimes).
11. Attempt to commit any of the crimes 1-4.
12. Conspiracy or attempt to commit any of the crimes 5-10.

## **Interim Disqualifying Criminal Offenses**

An applicant has an interim disqualifying criminal offense if convicted or found not guilty by reason of insanity in a civilian or military jurisdiction, of any of the crimes listed below within the 7 years preceding the date of application; or if the applicant was released from incarceration for the crime within the 5 years preceding the application date:

1. Assault with intent to murder.
2. Kidnapping or hostage taking.
3. Rape or aggravated sexual abuse.
4. Extortion.
5. Robbery.
6. Arson.
7. Bribery.
8. Smuggling.
9. Immigration violations.
10. Racketeer Influenced and Corrupt Organizations Act (RICO) violations (if the crime underlying the RICO conviction is not on the list of permanently disqualifying crimes) .
11. Distribution of, possession with intent to distribute, or importation of a controlled substance (“simple possession” of a controlled substance without an intent to distribute is not considered disqualifying).
12. Dishonesty, fraud, or misrepresentation, including identity fraud (e.g., felony-level embezzlement, tax evasion, perjury, and false statements to the Federal government).
13. Unlawful possession, use, sale, manufacture, purchase, distribution, receipt, transfer, shipping, transporting, delivery, import, export of, or dealing in firearms or other weapons.
14. Unlawful entry into a seaport.
15. Conspiracy or attempt to commit any of these crimes.

## **Citizenship or Immigration Status Requirements**

All HME applicants must be one of the following:

- A citizen of the United States who has not renounced his/her U.S. citizenship.
- A lawful permanent resident of the U.S.
- A lawful nonimmigrant in possession of a valid, unrestricted employment authorization.
- A refugee admitted under section 8 U.S.C. 1157 in possession of a valid, unrestricted employment authorization.
- In asylum status under section 8 U.S.C. 1158 in possession of a valid, unrestricted employment authorization.

## **Acceptable Citizenship and Immigration Documents**

Only the following documents will be accepted as proof of citizenship or immigration status:

- U.S. Passport.
- Certificate of Birth that bears an official seal.
- Certification of Birth Abroad (Form FS-545 or DS-1350).
- Certification of Naturalization (Form N-550 or N-570).
- Certification of U.S. Citizenship (Form N-560 or N561).
- Permanent Resident Card.
- Alien Registration Receipt Card (Form I-551).
- Temporary I-551 stamp in foreign passport.
- Temporary I-551 stamp on Form I-327.
- Arrival/Departure Record with photograph of the bearer.
- Reentry Permit (Form I-327).
- Bureau of Citizenship and Immigration Services (BCIS) Alien Registration Number.