



## **Instructions for Filing Block Designation Application**

### 1. Create Applicant Account

To submit an application associated with this Block Designation, you must create an applicant account. Select “Registration Apply Now” from the [www.SAFETYAct.gov](http://www.SAFETYAct.gov) website and follow the “Register” link found at the top of the home page.

### 2. Start a New Application

Once you have registered, login and select “New Application” under your username in the menu at the top of the home page. Enter the name of your new Technology, Company and select “Start”. Update the View Applicant Profile information and select “Save & Continue”.

Note: In the Office of SAFETY Act Implementation (OSAI) the term “Technology” refers to your SPP compliant Technology.

### 2. Select Screening Partnership Program (SPP)

Select “Block Designation” for Submission Type, then select the search icon in the Procurement or Block field. From the list of active Blocks, select “Screening Partnership Program Block Designation and click “Select”, then “Save & Continue” Review the Purpose & Disclaimers information and click “Next” to begin filling out your application.

### 3. Complete the Block Designation Application, DHS Form 10005.

Responses for Items BD.8, BD.9, and BD.10 may be omitted. You must respond to all other questions in the Block Designation Form. Specifically, you must provide complete answers to BD.11 and BD.12 (Insurance and Financial information).

### 4. Submit SPP SAFETY Act Block Designation Application

After completing each field, attach the questions and responses to your SPP SAFETY Act Block Designation Application by selecting “Choose Files” and selecting the documents to upload as your attachments. Failure to provide the required information will result in delays or application resubmission. Once complete, select “Next”.

Complete the Application Terms of Attestation and select “Submit”.

**Streamlined processing for SPP participants is available. If you have any questions or require assistance with your application, email the OSAI Help Desk at [SAFETYActHelpDesk@hq.dhs.gov](mailto:SAFETYActHelpDesk@hq.dhs.gov).**