



AIRPORT PHOTO IDENTIFICATION BADGE APPLICATION

INSTRUCTIONS

TSA Security Directives require that airports perform a Security Threat Assessment (STA) and issue Identification Media to all persons who access the Airport Operations Area (AOA) of an airport. This includes the General Aviation (GA) portions of airports.

You will need to do the following in order to obtain a badge:

1. Complete the attached Airport Photo Identification Badge (PIB) Application and submit to the Airport Management.
2. Bring in two pieces of identification (ID) or authorized paperwork as referenced in the federal government issued I-9 Form. Note that Americans that are born abroad may be required to produce forms of ID indicated in Appendix A of this application.
3. Wait for the STA results.
4. Once notified, your badge picture will be taken and an Airport Badge will be issued by the Airport Management.
5. Badges must be renewed every two years. Two forms of ID, as indicated in step #2, are required at the time of renewal. Old badges must be submitted before a new badge can be issued.
6. Employees of airport operators, tenants, vendors, airlines, or other businesses must complete page 2, *“Employer Photo ID Badge Request Form.”*

There is a \$25 fee for each badge issued and a \$50 fee for each lost or unaccounted badge. A badge must be continuously displayed while inside the Airport fence

I agree to notify Airport Management within 24 hours of any change to my tenancy, employment, or other reason why airport access is no longer required. Badges must be returned to the Airport at that time. Failure to notify or return a badge will result in a \$50 fee. I further agree to notify Airport Management immediately if my badge is lost, stolen, or unaccounted. A payment of \$50 will be required prior to issuance of a replacement badge. I understand that I am also required to notify the Airport immediately if I no longer meet the requirements for employment or am authorized to be residing in the United States (see I-9 List of Acceptable Documents). The Badge will only be used by the applicant. I understand that if I loan my badge card to anyone, I will lose my badge/access privileges on the airport, even if I have an aircraft. I understand that I will be held responsible for any fines, civil sanctions and/or prosecution resulting from a security violation or security breach by my actions(s).

The Airport reserves the right to refuse a badge and access card to anyone whom they feel may jeopardize security or safety. The Department of Homeland Security (DHS) may require the Airport to deny or revoke the issuance of a badge based on the threat assessment of an individual.

Applicant Signature: _____ Date: _____



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EMPLOYER PHOTO ID BADGE REQUEST FORM

Company requesting ID Badge issue _____ Date _____

I hereby request that _____ from our company be issued an Airport Photo Identification Badge (PIB) and do hereby accept responsibility for this badge.

My company agrees to notify the Airport Manager, or his/her designee, within 24 hours upon termination of this employee and to pay \$50 to the State of Alaska DOT&PF, M&O Division should this employee terminate employment with our company without returning their Badge. My company further agrees to notify the Airport Management immediately by phone and request issuance of a new Badge if this badge is lost, stolen, or destroyed. A payment of \$50 will be required prior to issuance of a replacement badge.

SIDA Badge Applicants Only - In accordance with 49 CFR 1542.209, SIDA Badge Applicants must complete the Criminal History Records Check and SIDA Fingerprint Sections of the PIB Application.

An Airport Badge is a privilege. The Airport has the authority and makes the final determination whether to grant or deny a badge, or revoke a badge at any time it feels that an individual may jeopardize the Airport Security Program pursuant to 49 CFR 1542.209. The Airport Manager reserves the right to conduct a further investigation of an individual at the cost of the employer. Fraudulent claims are punishable to the full extent of the law.

Original Signature of Applicant: _____

Original Signature of Authorized Company Representative: _____



AIRPORT PHOTO IDENTIFICATION BADGE APPLICATION

Last Name _____ First Name _____ Middle _____

Aliases or Nicknames _____ Social Security No. _____

Physical Address _____

If different than above

Mailing Address _____ Telephone No. _____

E-mail Address _____ Date of Birth _____

Hair Color _____ Eye Color _____ Height _____ Weight _____

Sex Male Female Race Asian Black Caucasian/Latino Native American Other/Unknown

Employer _____ Country of Birth _____

Employer No. _____ Position _____ Citizenship Country _____

U.S. citizens born abroad or naturalized U.S. Citizens need a **US Passport number**
OR one of the documents from Appendix A of this application: _____

NON U.S. citizens need **Alien Reg. No.** or **I-94 No.** _____ **Non-Immigrant Visa Control No.** _____

Identity Verification: The Airport Operator must verify the identity of an individual applying for or holding a personnel identification badge by reviewing document(s) on TSA's current "List of Acceptable Documents" (see www.uscis.gov/files/form/I-9.pdf).

	List A	OR	List B	AND	List C
ID Type	_____		_____	_____	_____
ID Number	_____		_____	_____	_____
ID Expiration	_____		_____	_____	_____

Applicant Agreement: The information I have provided is true, complete and correct to the best of my knowledge and belief and is provided in good faith. I understand that a knowing and willful false statement can be punished by fine or imprisonment or both (see Section 1001 of Title 18 of the United States Code).
 I agree to return the airport PIB to Airport Management upon termination of Access privileges.

Applicant Signature _____ Date _____

Authorizing Tenant Signature _____ Date _____

Airport Management Signature _____ Date Access Granted _____

BADGE NO: _____

LEVEL OF ACCESS

Public Area AOA

Need CHRC for below access

Sterile Area SIDA

Secured Area

Date Access Terminated: _____ **PIB Returned** Yes No Not Issued

Reason Termination Disciplinary Action Other/Explain _____

This form must be retained for 180 days after date of access termination – Purge Date: _____

Applicant _____ Employer _____

CRIMINAL HISTORY RECORDS CHECK

Employer: By my signature, I certify that a fingerprint-based Criminal History Records Check (CHRC) has been completed on the above applicant, in compliance with 49 CFR 1542.209, with the results showing no conviction nor being found guilty by reason of insanity of any of the criminal offenses listed in 49 CFR 1544.209 (d) during the previous 10 years before the date of this application. I agree to provide a true copy of the referenced CHRC upon request by Airport Management.

Per 49 CFR 1542.209 (p) (3):

Authorized Aircraft Operator Signature

Name/Title of Custodian of CHRC record

Printed Name

Address of Location of CHRC record

Date

Contact Phone Number

KEY & LOCK APPLICATION

The above named applicant is authorized and responsible to maintain keys, key devices, records, conduct audits, recover keys and **shall report immediately to Airport Management any key losses or unrecovered keys issued to terminated employees.** The undersigned agrees to **not duplicate** any key or key-way device **nor allow any person other than those authorized** by the airport manager to receive and use keys or key-way devices.

	Key Number	Lock Type	Door Number	Date Issued	Date Returned
1.	_____	_____	_____	_____	_____
2.	_____	_____	_____	_____	_____
3.	_____	_____	_____	_____	_____
4.	_____	_____	_____	_____	_____

Applicant Signature

Airport Management Signature

Date

VEHICLE RAMP PERMIT APPLICATION

Driver's License No. _____ State _____ CDL Yes No

Vehicle Make _____ Model _____ Year: _____

Color _____ License Plate _____ State _____

I, the above named applicant, certify that the described vehicle is in safe operating condition in that all lights, brakes, horn, windshield wipers, defrosters, tires and other safety features are in satisfactory working condition. This vehicle shall only be operated in the area specified by Airport Management. I have read the **Airport Ground Vehicle Operation Training Guide** and/or watched the **Driving on the Airport Operations Area** video and I understand, and agree that responsibility for adherence to rests solely in me.

Area authorized: Movement Non-Movement

Permit No. _____

Applicant Signature

Airport Management Signature

Date

PRIVACY ACT NOTICE

Authority: 49 U.S.C. 114, 44936 authorizes the collection of this information

Purpose: The Department of Homeland Security (DHS) will use a biographical information to conduct a security threat assessment and will forward any fingerprint information to the Federal Bureau of Investigation to conduct a criminal history records check of individuals who are applying for, or who hold, an airport-issued identification media or who are applying to become a Trusted Agent of the airport operator. DHS will also transmit the fingerprints for enrollment into the US-VISIT's Automated Biometrics Identification System (IDENT). If you provide your Social Security Number (SSN), DHS may provide your name and SSN to the Social Security Administration (SSA) to compare that information against SSA's records to ensure the validity of your name and SSN.

Routine Uses: The information may be shared with the third parties during the course of a security threat assessment, employment investigation, or adjudication of a waiver or appeal request to the extent necessary to obtain information pertinent to the assessment, investigation, or adjudication of your application or in accordance with the routine uses identified in the Transportation Security Threat Assessment System (T-STAS), DHS/TSA 002.

Disclosure: Furnishing this information (including your SSN) is voluntary; however, if you do not provide your SSN or any other information requested, DHS may be unable to complete your application for identification media.

Applicant Signature _____

Date _____

SSN VERIFICATION FOR STA PURPOSES

I authorize the Social Security Administration to release my Social Security Number and full name to the Transportation Security Administration, Office of Transportation Threat Assessment and Credentialing (TTAC), Attention: Aviation Programs (TSA-19)/Aviation Worker Program, 601 South 12th Street, Arlington, VA 22202.

I am the individual to whom the information applies and want this information released to verify that my SSN is correct. I know that if I make any representation released to verify that my SSN is correct. I know that if I make any representation that I know is false to obtain information from Social Security records, I could be punished by fine or imprisonment or both.

Applicant Signature _____

SSN and Full Name _____

Date of Birth _____

SIDA FINGERPRINT APPLICATION

Please check one of the following statements.

I do swear or affirm that:

- I have *not* been convicted, or found not guilty by reason of insanity, of a disqualifying criminal offense as described in the attached list during the ten (10) years before the date of this application.
- I *have* been convicted, or found not guilty by reason of insanity, of a disqualifying criminal offense as described in the attached list during the ten (10) years before the date of this application.

It is my responsibility to notify the airport manager or designee within 24 hours if I am convicted of any disqualifying criminal offense that occurs while I have unescorted access authority.

The information I have provided on this application is true, complete, and correct to the best of my knowledge and belief and is provided in good faith. I understand that a knowing and willful false statement on this application can be punished by fine or imprisonment or both. (See Section 1001 of Title 18 United States Code.)

Applicant Signature _____

Date _____



AIRPORT PHOTO IDENTIFICATION BADGE APPLICATION

BADGE PROCEDURES AND RESPONSIBILITIES

1. **Do not loan your badge** to anyone; not even a co-worker or a friend. _____
2. **Badges must be displayed above the waist on the outermost clothing anytime inside the airport fence.** _____
3. **ONLY SIDA Badge holders may enter SIDA ramps** or other SIDA badge display areas, including the air cargo building and baggage make-up areas. _____
4. **Badges are the property of the Airport and may be suspended, revoked, or access denied** at any time that the Airport believes that it is in the best interest of Aviation Security. Badges are a privilege. _____
5. **Badge holders shall understand their airport access restrictions** and ensure that their badges are current and valid. _____
6. **Badge holders shall “challenge”** any individual on the airport who is not displaying a proper badge or credential and who is not under escort. _____
7. **Badge holders shall report security breaches or suspicious activity/persons** immediately to Airport Management and or local Police. _____
8. **Badge holders shall ensure that no one gains illegal entry** through gates or doors while entering or exiting the Airport. Ensure doors and gates close securely behind you. _____
9. **Escorted person(s) must be under your control** at all times, and within sight and auditory range. _____
10. **Report lost or stolen badges immediately to Airport Management.** _____
11. **Badges must be returned to the Airport** upon termination of employment. _____
12. **The badge holder is responsible for any fines, civil sanctions, and/or prosecution** resulting from a security infraction, violation, or security breach by the badge holder. _____
13. Upon first arrival at each airport, **Southeast Region Badge holders** must identify themselves to the airport manager for airport specific briefings. _____

I, the undersigned, have read and understand and will comply with the above Airport Badge Procedures and Responsibilities. Failure to comply may result in the loss of airport privileges and/or fines.

Date: _____ Signature of Badge Recipient: _____

Address: _____

Phone Number: _____ Airport Witness: _____

State of Alaska Department of Transportation SIDA Fingerprint Application

Individuals seeking unescorted access authority and/or performing security screening are required to undergo a fingerprint-based criminal history records check that does not disclose that he/she has a disqualifying criminal offense. There are 28 disqualifying crimes under TSA Regulation (49 CFR Part 1542.209) that will disqualify you from receiving a SIDA access badge. Those crimes are:

1. Forgery of certifications, false marking of aircraft, and other aircraft registration violation
2. Interference with air navigation
3. Improper transportation of a hazardous material
4. Aircraft piracy
5. Interference with flight crew members or flight attendants
6. Commission of certain crimes aboard aircraft in flight
7. Carrying a weapon or explosive aboard aircraft
8. Conveying false information and threats
9. Aircraft piracy outside the special aircraft jurisdiction of the United States
10. Lighting violations involving transporting controlled substances
11. Unlawful entry into an aircraft or airport area that serves air carriers or foreign air carriers contrary to established security requirements
12. Destruction of an aircraft or aircraft facility
13. Murder
14. Assault with intent to murder
15. Espionage
16. Sedition
17. Kidnapping or hostage taking
18. Treason
19. Rape or aggravated sexual abuse
20. Unlawful possession, use, sale, distribution, or manufacture of an explosive or weapon
21. Extortion
22. Armed or felony unarmed robbery
23. Distribution of, or intent to distribute, a controlled substance
24. Felony arson
25. Felony involving a threat
26. Felony involving:
 - A. Willful destruction of property
 - B. Importation or manufacture of a controlled substance
 - C. Burglary
 - D. Theft
 - E. Dishonesty, fraud, or misrepresentation
 - F. Possession or distribution of stolen property
 - G. Aggravated assault
 - H. Bribery
 - I. Illegal possession of a controlled substance punishable by a maximum term of imprisonment of more than 1 year
27. Violence at international airports
28. Conspiracy or attempt to commit any of the criminal acts listed in this paragraph

By my signature I certify that I do not have a disqualifying criminal offense and I do consent to an electronic fingerprint criminal history records check; in accordance with 49 CFR 1542.209 I understand my obligation to disclose to the airport operator within 24 hours if convicted of any disqualifying criminal offense that occurs while having unescorted access authority; the information I have provided on this application is true, complete, and correct to the best of my knowledge and belief and is provided in good faith; I understand that a knowing and willful false statement on this application can be punished by fine or imprisonment or both (see section 1001 of Title 18 United States Code).

Printed Name _____

Signature _____ *Date* ____/____/____



**STATE OF ALASKA
DEPARTMENT OF TRANSPORTATION & PUBLIC FACILITIES
SOUTHEAST REGION**

APPENDIX A

For individuals who are U.S. citizens born abroad or naturalized U.S. citizens, provide:

- U.S. Passport number, or
- Certificate of Naturalization Number, Form N-550 or N-570, or
- Certificate of U.S. Citizenship Number, Form N-560 or N-561, or
- Certification of Report of Birth, Form DS-1350, issued prior to 1990., or
- Certification of Report of Birth, Form DS-1350, issued after 1990, which contains a 10-digit document number, beginning with 159 (for example, 159XXXXXXXX), or
- Consular Report of Birth Abroad, Form FS-240, issued prior to 1990, or
- Consular Report of Birth Abroad, Form FS-240, issued after 1990, which contains a 1 O-digit document number, beginning with 159 (for example, 159XXXXXXXX), or
- Certification of Birth Abroad, Form FS-545, issued prior to 1990, or
- For non-LEO Federal employees who are either naturalized U.S. citizens or U.S. citizens born abroad enter "A100000000" in the ARN field of the submission.

LISTS OF ACCEPTABLE DOCUMENTS

All documents must be unexpired

LIST A Documents that Establish Both Identity and Employment Authorization	OR	LIST B Documents that Establish Identity	AND	LIST C Documents that Establish Employment Authorization
1. U.S. Passport or U.S. Passport Card		1. Driver's license or ID card issued by a State or outlying possession of the United States provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address		1. Social Security Account Number card other than one that specifies on the face that the issuance of the card does not authorize employment in the United States
2. Permanent Resident Card or Alien Registration Receipt Card (Form I-551)				2. Certification of Birth Abroad issued by the Department of State (Form FS-545)
3. Foreign passport that contains a temporary I-551 stamp or temporary I-551 printed notation on a machine-readable immigrant visa		2. ID card issued by federal, state or local government agencies or entities, provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address		3. Certification of Report of Birth issued by the Department of State (Form DS-1350)
4. Employment Authorization Document that contains a photograph (Form I-766)		3. School ID card with a photograph		4. Original or certified copy of birth certificate issued by a State, county, municipal authority, or territory of the United States bearing an official seal
5. 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		4. Voter's registration card		5. Native American tribal document
		5. U.S. Military card or draft record		6. U.S. Citizen ID Card (Form I-197)
		6. Military dependent's ID card		7. Identification Card for Use of Resident Citizen in the United States (Form I-179)
		7. U.S. Coast Guard Merchant Mariner Card		8. Employment authorization document issued by the Department of Homeland Security
		8. Native American tribal document		
6. 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		9. Driver's license issued by a Canadian government authority		
		For persons under age 18 who are unable to present a document listed above:		
		10. School record or report card		
		11. Clinic, doctor, or hospital record		
	12. Day-care or nursery school record			

Illustrations of many of these documents appear in Part 8 of the Handbook for Employers (M-274)