



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: _____