

Santa Fe Regional Airport New / Renewal ID Badge and Vehicle Permit Application

Airport Badge Types

AOA Badge – All individuals who require regular and routine access to the Airport Operations Area (AOA), which includes all areas of the airport inside the perimeter fencing except the “SIDA”, must obtain an AOA Badge.

SIDA/secured area Badge – The SIDA/secured area Badge is required for all individuals who have an operational need to access the secured areas surrounding the commercial passenger terminal. This badge is primarily issued to airline personnel, TSA personnel and Airport staff.

Sterile Area Badge – The Sterile Area Badge is required for all individuals who have an operational need to access only the Sterile Area within the passenger terminal. This badge is primarily issued to vendors who operate in the sterile area.

Public Area Badge – The Public Area Badge is required for all individuals who require regular and routine access to the Public Areas of the terminal building. This badge is primarily issued to tenants and vendors who operate in the public area, including restaurant and rental car personnel.

Badge Appointment Scheduling

New:

AOA or Public Area Badge applicants can submit a complete application between, Monday through Friday, between 9 AM and 11:30 AM and 1:30 PM and 4:00 PM, no appointment is necessary.

SIDA/secured area and Sterile Area Badge applications must schedule an appointment for fingerprinting prior to turning in complete applications by calling (505) 955-2906.

Renewal:

AOA, Public Area, SIDA/secured area, and Sterile Area Badge renewal applicants can submit a complete application Monday through Friday between 9 AM to 11:30 AM and 1:30 PM to 4:00 PM.

Application Process

1. Review the Santa Fe Regional Airport Rules and Regulations. These can be found at: <https://www.santafenm.gov/airport-rules-and-regulations>
2. Please complete all applicable sections of the Airport Identification Badge application:
 - a. Section 1 should be completed by all applicants.
 - b. Section 2 must be completed by all applicants. Your application will not be accepted if you do not bring appropriate identifications as listed in Section 2.
 - c. Sections 3 and 4 must be signed by all applicants. Failure to comply with airport security regulations can result in financial penalties and/or revocation of access privileges.
 - d. Section 5 must be completed by applicants who request vehicular access to the AOA.
 - e. Section 6 must be completed by secured area and Sterile Area applicants only.
 - f. Section 7 must be completed by an Authorized Signatory.

If you are a:	Your Authorized Signatory Is:
Employee of an Company/Tenant at SAF	Your Employer
Sub-Tenant	Your Leaseholder/Landlord
Client/Customer/Contractor	The Airport Business
Pilot/Aircrew/Aircraft Owner/Mechanic	Hangar, Owner/Landlord/Business, Owner/Employer
Tenant/Business/Leasee	Airport

If you are unsure who your authorized signatory authority is, please contact Airport Administration.

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3. Bring the completed application to the Airport Admin. Office. Only original applications will be accepted.
4. All applicants must provide proof of identity and eligibility to work in the United States. See list of acceptable forms of identification in Section 2 of the application. Photocopies of identification will not be accepted.

All individuals obtaining a SAF issued ID badge must be 18 years of age or older at time of application.

Training/Testing

AOA badge applicants need to read the “Access to the Santa Fe Regional Airport Aircraft Operations Area” pamphlet prior to submission of their application. This information can be found at: https://www.santafenm.gov/airport_id_badging

Secured area and Sterile Area applicants must complete online training and in-person Security Identification Display Area (SIDA) training. Additional information will be provided to you upon submission of your application.

Badge Pick-Up

Applicants must obtain their ID media within 30 business days of notification by the airport operator that the applicant passed the STA and the CHRC did not disclose a disqualifying criminal offense in accordance with 49 CFR 1542.209(d). The airport operator may grant an applicant a 60-calendar-day extension if the applicant is in the process of resolving STA issues.

TABLE OF APPLICANT FEES ASSESSED

Item	Amount
AOA, Public Area Badge (new and renewal)	\$30.00
secured area, Sterile Area Badge (new)	\$100.00
secured area, Sterile Area Badge (renewal)	\$80.00
Badge Change Fee	\$15.00
AOA Vehicle Permit, AOA Escort Permit	\$15.00 (ea.)
Lost Badge Replacement Fee (includes replacement cost)	\$100.00 – First occurrence within 24 month period \$200.00 – Second and additional occurrences within 24 month period ¹
Lost AOA Vehicle Permit, AOA Escort Permit (includes replacement cost)	\$50.00 – First occurrence within 24 month period \$100.00 – Second and additional occurrences within 24 month period ¹
Stolen Badge Replacement Fee	No Charge (with police report)
Unreturned Badge Penalty Assessed to employer or Authorized Signatory	\$100.00

¹ Airport Security Identification Media cannot be replaced more than three (3) times within a 24-month period, unless otherwise waved by the Airport Security Coordinator in his or her absolute discretion



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SECTION 1 – APPLICANT INFORMATION (TO BE COMPLETED BY ALL APPLICANTS)

Application Type – check one: **New Application** **Renewal**

Legal Last Name		Legal First Name		Legal Middle Name					
Alias Last Name (i.e. Maiden, etc.)		Alias First Name (No Nicknames)		Alias Middle Name					
Additional Names Previously Used									
Current Home Mailing Address (PO Boxes are not acceptable)									
City		State		Zip Code					
Home Phone		Work Phone		Cell Phone					
e-Mail Address		Date of Birth		Place of Birth (City/State)					
Country of Birth		Yes No US Citizen (Check One)		Citizenship (if other than U.S.)					
Height	Weight	Male Female Unknown Gender Gender (Check One)							
Race (check one)	Alaskan native	American Indian	Any of the black racial groups of Africa	Any other Pacific	Asian Indian				
Caucasian	Central or South American	Chinese	Cuban	Eskimo	Filipino				
Indian	Indonesian	Japanese	Korean	Mexican	Of indeterminate race				
Other Spanish culture or origin	Polynesian	Puerto Rican	Regardless of race	Samoan					
Eye Color	Black	Blue	Brown	Grey	Green	Hazel	Maroon	Pink	Unk.
Hair Color	Bald	Black	Blond	Brown	Gray	Red	Sandy	Unk.	White
State Issued Driver's License Number		State of Issuance		Expiration Date					

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 on this application can be punished by fine or imprisonment or both (see Section 1001 of Title 18 of the United States Code).

Applicant's Signature: _____

Date: _____



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SECTION 2 – ELIGIBILITY VERIFICATION DOCUMENTS (TO BE COMPLETED BY ALL APPLICANTS)

List A Documents that Establish Both Identity and Employment Authorization		List B Documents that Establish Identity	AND	List C Documents that Establish Employment Authorization
<ol style="list-style-type: none"> US Passport or US Passport Card Permanent Resident Card or Alien Registration Receipt Card (Form I-551) Foreign passport with a temporary I-551 stamp or temporary I-551 printed notation on machine-readable immigrant visa Employment Authorization Document that contains a photograph (Form I-766) 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 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 TSA or non-LEO Federal employee agency ID 	OR	<ol style="list-style-type: none"> 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 ID card issued by federal, state, or local government agency or entities provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address <ol style="list-style-type: none"> School ID card with a photograph Voter's registration card U.S. Military card or draft record Military dependent's ID card U.S. Coast Guard Merchant Mariner Card Native American tribal document Driver's license issued by a Canadian government authority <p>For persons under the age of 18 who are unable to present a document listed above:</p> <ol style="list-style-type: none"> School record or report card Clinic, doctor, or hospital record Day-care or nursery school record 		<ol style="list-style-type: none"> Social Security Account Number card unless the card includes one of the following restrictions: <ol style="list-style-type: none"> Not Valid for Employment Valid for Work Only with INS Authorization Valid for Work Only with DHS Authorization Certification of Birth issued By the Department of State (FS-545, DS-1350, FS-240) Original or certified copy of a birth certificate issued by a state, county, municipal authority, or territory of the United States bearing an official seal. Native American tribal document U.S. Citizen ID Card (Form I-197) ID card for Use of Resident Citizen in the United States (Form I-179). Employment authorization document issued by the Department of Homeland Security

	List A	OR	List B	AND	List C
Document Type:	_____	-	_____	-	_____
Issuing Authority:	_____	-	_____	-	_____
Document #:	_____	-	_____	-	_____
Expiration Date:	_____	-	_____	-	_____

Other required number for individuals indicated below: _____

- For **individuals who are not US Citizens**, please provide one of the following:
 - Alien Registration Number (ARN)
 - I-94 Arrival/Departure Form Number
- For **individuals who hold a non-immigrant visa**, provide the visa control number (top right-hand corner of the visa)
- For **individuals who are US Citizens born abroad or naturalized US citizens**, please provide one of the following:
 - US Passport number
 - Certificate of Naturalization Number, Form N-550 or N-570
 - Certificate of US Citizenship Number, Form N-560 or N561
 - Certification of Report of Birth, form DS-1350, issued prior to 1990.
 - Certification of Report of Birth, form DS-1350, issued after 1990, which contains a 10-digit document number beginning with 159
 - Consular Report of Birth Abroad, Form FS-240, issued prior to 1990
 - Consular Report of Birth Abroad, Form FS-240, issued after 1990, which contains a 10-digit document number beginning with 159
 - Certification of Birth Abroad, Form FS-545, issued prior to 1990



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SECTION 3 – APPLICANT’S CERTIFICATION (TO BE COMPLETED BY ALL APPLICANTS)

By submitting this Airport Identification Badge Application, I hereby acknowledge and agree to comply with the following Terms and Conditions as a badge holder at the Santa Fe Regional Airport:

1. By submitting this application, I agree to comply at all times with the security rules and policies of the Santa Fe Regional Airport, including but not limited to the provisions listed below and of the Airport Rules and Regulations, Airport Security Program, and Transportation Security Administration (TSA), an agency of the United States, including the provisions of Title 49, CFR, Parts 1540, 1542, and 1544.
2. **Any individual who willfully and knowingly violates any part of the Airport Security Program (ASP) will have their access revoked and be referred to the TSA for possible criminal and/or civil penalties. Prosecution based on 49 U.S.C, Section 46314, secured areas of Airports, as amended, could result in a \$13,066 fine, 10 years imprisonment, or both.**
3. **The City of Santa Fe, Santa Fe Regional Airport, reserves the right to levy monetary fines up to five hundred dollars (\$500.00) in accordance with City of Santa Fe Code Section 1-3 for each violation of the ASP and/or Airport Security Rules and Regulations, which is available for review on the City of Santa Fe, Santa Fe Regional Airport’s website.**
4. Any person issued a SAF Airport Security Badge shall maintain positive control of their badges, ensuring that badges are not left in public areas, copied, duplicated, or left in plain sight.
5. All ID Badges and permits remain the sole property of the Santa Fe Regional Airport. Badges/permits must be returned to the airport at expiration, the end of employment or change of status that resulted in the original issuance of media.
6. The transfer or use of ID Badges by an individual other than the badge holder is strictly prohibited.
7. Holder of the ID Badge shall not aid or participate in allowing unauthorized access to secure or restricted areas or breach, disobey, or disregard any security directive, plan, or program at the airport.
8. Badge holder will not allow more than one vehicle or individual to pass through a vehicle gate at a time. Badge holder will wait for gates to close fully before proceeding to depart the area. Follow-throughs are not allowed unless vehicles are under escort. When providing escort the person(s) must remain under your direct control the entire time.
9. Badge holder understands that if a gate or door malfunctions, they must contact Santa Fe Regional Airport at 505-690-2974 and REMAIN at the gate or door until an Airport representative arrives.
10. Santa Fe Regional Airport reserves the right to revoke the authorization for an ID Badge where such action is determined to be in the best interest of airport security. Santa Fe Regional Airport requires the immediate surrender of any ID Badge upon notification that airport authorization has been revoked.
11. **Any individual possessing an ID Badge shall immediately notify Santa Fe Regional Airport in the event their ID Badge is lost or stolen. Failure to notify will result in a fine of up to \$500.**
12. Any individual possessing an ID Badge shall pay all airport applicable security fees. A replacement ID Badge may only be issued if the individual possessing the ID Badge declares in writing that the ID Badge has been lost, damaged, or destroyed and upon payment of the replacement fee.
13. **Any individual possessing a secured area, Sterile Area, or Public Area ID Badge shall wear their badge above the waist on the outermost garment whenever they are on airport property.**
14. Any individual possessing an AOA ID Badge must keep the badge on their person at all times while in the AOA and must present the badge for inspection if requested. AOA badge holders are encouraged to wear their ID Badges above the waist on the outermost garment when in the AOA.
15. All badge holders acknowledge that the airport and or TSA personnel may conduct random searches of persons, vehicles and property accessing the airport and agree to fully cooperate with security personnel conducting inspections.
16. Badge holders must cooperate with badge audits and inspections.
17. Badge holder agrees to report any changes to their personal information included on this application for their Airport Security Badge within thirty (30) days of such change.
18. Badge holder will reimburse the Santa Fe Regional Airport for any TSA fines levied against the Airport which are caused by the failure of the applicant to adhere to the Airport Security Program.
19. SCREENING NOTICE: Any employee holding a credential granting access to a Security Identification Display Area may be screened at any time while gaining access to, working in, or leaving a Security Identification Display Area.

VIOLATIONS OF AIRPORT IDENTIFICATION BADGE TERMS AND CONDITIONS OR ANY SUCH AIRPORT SECURITY REGULATIONS MAY RESULT IN CRIMINAL AND/OR CIVIL PENALTIES, FINANCIAL PENALTIES AND/OR IMMEDIATE REVOCATION OF IDENTIFICATION BADGE AND ACCESS PRIVILEGES.

Applicant’s Signature: _____

Date: _____



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SECTION 4 – PRIVACY ACT NOTICE (TO BE COMPLETED BY ALL APPLICANTS)

Authority: 6 U.S.C. § 1140, 46 U.S.C. § 70105; 49 U.S.C. §§ 106, 114, 5103a, 40103(b)(3), 40113, 44903, 44935-44936, 44939, and 46105; the Implementing Recommendations of the 9/11 Commission Act of 2007, § 1520 (121 Stat. 444, Public Law 110-53, August 3, 2007); FAA Reauthorization Act of 2018, § 1934(c) (132 Stat. 3186, Public Law 115-254, Oct 5, 2018), and Executive Order 9397, as amended.

Purpose: The Department of Homeland Security (DHS) will use the biographic information to conduct a security threat assessment. Your fingerprints and associated information will be provided to the Federal Bureau of Investigation (FBI) for the purpose of comparing your fingerprints to other fingerprints in the FBI's Next Generation Identification (NGI) system or its successor systems including civil, criminal, and latent fingerprint repositories. The FBI may retain your fingerprints and associated information in NGI after the completion of this application and, while retained, your fingerprints may continue to be compared against other fingerprints submitted to or retained by NGI. DHS will also transmit your fingerprints for enrollment into US-VISIT Automated Biometrics Identification System (IDENT). DHS may provide your name and SSN to the Social Security Administration (SSA) to compare that information against SSA records to ensure the validity of the information.

Routine Uses: In addition to those disclosures generally permitted under 5 U.S.C. 522a(b) of the Privacy Act, all or a portion of the records or information contained in this system may be disclosed outside DHS as a routine use pursuant to 5 U.S.C. 522a(b)(3) including with 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 TSA system of records notice (SORN) DHS/TSA 002, Transportation Security Threat Assessment System. For as long as your fingerprints and associated information are retained in NGI, your information may be disclosed pursuant to your consent or without your consent as permitted by the Privacy Act of 1974 and all applicable Routine Uses as may be published at any time in the Federal Register, including the Routine Uses for the NGI system and the FBI's Blanket Routine Uses.

Disclosure: Pursuant to § 1934(c) of the FAA Reauthorization Act of 2018, TSA is required to collect your SSN on applications for Secure Identification Display Area (SIDA) credentials. For SIDA applications, failure to provide this information may result in denial of a credential. For other aviation credentials, although furnishing your SSN is voluntary, if you do not provide the information requested, DHS may be unable to complete your security threat assessment.

I acknowledge that I have read and understand the above.

Applicant's Signature: _____

Date: _____

Social Security Number Verification for Security Threat Assessment

I authorize the Social Security Administration to release my Social Security Number and full name to the Transportation Security Administration, Office of Intelligence and Analysis (OIA), Attention: Aviation Programs (TSA-10)/Aviation Worker Program, 601 South 12th Street, Arlington, VA 20598. I am the Individual to whom the information applies and want this information released to verify that my Social Security Number is correct. I know that if I make any representation that I know is false to obtain from Social Security records, I could be punished by a fine or imprisonment or both.

Social Security Number: _____ - _____ - _____

I decline the disclosure of my social security number. ²

Applicant's Signature: _____

Date of Birth: _____

² NOTICE - If you do not disclose your Social Security Number, your Security Threat Assessment (STA) will be delayed and your badge cannot be issued until an approval from TSA is submitted back to the Airport Operator. Failure to provide may prevent completion of the Security Threat Assessment (STA). For SIDA applications, failure to provide this information may result in denial of a credential.



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SECTION 5 – AOA VEHICLE INFORMATION

(TO BE COMPLETED BY APPLICANTS WHO WILL OPERATE A MOTOR VEHICLE WITHIN THE AOA)

I do not need any Vehicle Permits

All vehicles that operate within the airside area of the airport (AOA and secured area) must be permitted or authorized in accordance with the Santa Fe Regional Airport ASP. Badge holders may apply for AOA vehicle permits for their personally owned vehicles and vehicles under their escort authority.

Santa Fe Regional Airport Driving Rules and Regulations for AOA Vehicle Permits:

1. Vehicles may not exceed 15 MPH while driving within the AOA.
2. Vehicles with an AOA permit are not authorized to enter the secured area.
3. **Vehicles must display a permit at all times while in the AOA.**
4. Individuals operating a vehicle within the AOA must have their airport-issued personal identification media, be under escort of an individual authorized AOA access, or meet the requirement of a transient pilot as defined in SAF Airport Security Plan Section 4 – AOA; E – Procedures to Control Movement within the AOA, Including Identification Media; 1. Unescorted Access; part b.
5. Individuals may only escort a maximum of 3 additional vehicles at any given time, regardless of the number of vehicle permits issued to the badge holder. These vehicles must display a “Vehicle Under Escort” permit at all times while in the AOA.
6. All vehicle permits remain the sole property of the Santa Fe Regional Airport. Permits must be returned to the airport at expiration, the end of employment or change of status that resulted in the original issuance of media.
7. **Loss of this permit will result in a lost vehicle permit penalty³—immediate notification upon loss is required. Failure to promptly report the loss of this permit will result in up to a \$100 penalty.**
8. A replacement permit may only be issued if the individual issued the permit declares in writing that the permit has been lost, damaged, or destroyed.
9. Individuals who no longer require regular and routine access to the AOA must return their ID media to the Santa Fe Regional Airport.
10. All vehicles are subject to inspection at any time.
11. No more than 4 vehicle permits may be issued to an individual.
12. No more than 3 escort permits may be issued to an individual.
13. Vehicles left unattended; without proper identification permit; or any other infraction of the City of Santa Fe Uniform Traffic Ordinance may face civil penalty, vehicle immobilization (boot), or impoundment.

Failure to follow the rules and regulations may result in permanent revocation of SAF AOA Vehicle Permit privileges and may result in TSA and/or civil penalties up to \$13,066 per occurrence of violation.

I acknowledge that I have read and understand the above.

Applicant's Signature: _____ **Date:** _____

Vehicle Permit # 1 Make: _____ Year: _____ Model: _____ Color: _____ State: _____ Plate #: _____	Vehicle Permit # 2 Make: _____ Year: _____ Model: _____ Color: _____ State: _____ Plate #: _____
Vehicle Permit # 3 Make: _____ Year: _____ Model: _____ Color: _____ State: _____ Plate #: _____	Vehicle Permit # 4 Make: _____ Year: _____ Model: _____ Color: _____ State: _____ Plate #: _____
Number of Escort Permits requested (\$15 each): _____	

³ \$50.00 – First occurrence within 24 month period; \$100.00 – Second and additional occurrences within 24 month period, Possible suspension or revocation of airport-issued access media for second and additional occurrences



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SECTION 6 – CRIMINAL HISTORY RECORDS CHECK (CHRC) REQUEST

(TO BE COMPLETED BY SECURED AREA AND STERILE AREA APPLICANTS ONLY)

An individual has a disqualifying criminal offense if the individual has been convicted, or found not guilty by reason of insanity, of any of the disqualifying crimes listed below in any jurisdiction during the 10 years before the date of the individual's applicant for unescorted access authority, or while the individual has unescorted access authority. You may obtain the results of the fingerprint based CHRC by making a written request to the Airport Security Coordinator. The disqualifying criminal offenses are as follows –

- | | |
|--|---|
| 1. Forgery of certificates, false marking of aircraft, and other aircraft registration violation; 49 U.S.C. 46306. | 17. Kidnapping or hostage taking. |
| 2. Interference with air navigation; 49 U.S.C. 46308. | 18. Treason. |
| 3. Improper transportation of a hazardous material; 49 U.S.C. 46312. | 19. Rape or aggravated sexual abuse. |
| 4. Aircraft piracy; 49 U.S.C. 46502. | 20. Unlawful possession, use, sale, distribution, or manufacture of an explosive or weapon. |
| 5. Interference with flight crew members or flight attendants; 49 U.S.C. 46504. | 21. Extortion. |
| 6. Commission of certain crimes aboard aircraft in flight; 49 U.S.C. 46506. | 22. Armed or felony unarmed robbery. |
| 7. Carrying a weapon or explosive aboard aircraft; 49 U.S.C. 46505. | 23. Distribution of, or intent to distribute, a controlled substance. |
| 8. Conveying false information and threats; 49 U.S.C. 46507. | 24. Felony arson. |
| 9. Aircraft piracy outside the special aircraft jurisdiction of the United States; 49 U.S.C. 46502(b). | 25. Felony involving a threat. |
| 10. Lighting violations involving transporting controlled substances; 49 U.S.C. 46315. | 26. Felony involving— |
| 11. Unlawful entry into an aircraft or airport area that serves air carriers or foreign air carriers contrary to established security requirements; 49 U.S.C. 46314. | a. Willful destruction of property; |
| 12. Destruction of an aircraft or aircraft facility; 18 U.S.C. 32. | b. Importation or manufacture of a controlled substance; |
| 13. Murder. | c. Burglary; |
| 14. Assault with intent to murder. | d. Theft; |
| 15. Espionage. | e. Dishonesty, fraud, or misrepresentation; |
| 16. Sedition. | f. Possession or distribution of stolen property; |
| | g. Aggravated assault; |
| | h. Bribery; or |
| | i. Illegal possession of a controlled substance punishable by a maximum term of imprisonment of more than 1 year. |
| | 27. Violence at international airports; 18 U.S.C. 37. |
| | 28. Conspiracy or attempt to commit any of the criminal acts listed in this section. |

By signing below, I certify that I do not have a disqualifying offense. Under Title 49 CFR 1542.209(i) USC imposes a continuing obligation of the applicant granted unescorted secured/Sterile area access authority to disclose to the Santa Fe Regional Airport's Airport Security Coordinator within 24 hours of a conviction of any disqualifying criminal offenses while he/she has unescorted secured/Sterile area access authority.

The Airport Security Coordinator keeps confidential the criminal history record obtained from the FBI and uses it only for determining whether to issue an Airport Identification Badge (ID Badge). You may get a copy of your criminal history record sent by the FBI to the Airport Security Coordinator by submitting a written request within 30 days after being advised that your criminal history shows you are disqualified from being issued an ID Badge. If you believe that any information is inaccurate, you may directly contact the agency that reported the disqualifying conviction to correct your record.

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's Signature: _____ Date: _____



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SECTION 7 – EMPLOYER/SPONSOR INFORMATION

****STOP****

THIS SECTION MUST BE COMPLETED BY AN AUTHORIZED SIGNATORY

Applicant Name	Badge Type Requested: (Check One)	
Company/Sponsor/Organization	AOA	Public Area
	SIDA/secured area	Sterile Area
Access: (Check all that are applicable)		
All AOA Gates	AOA Gate 0 (Maintenance Road)	
AOA Gate 1 (near AeroServices/State Aviation)	AOA Gate 9 (Sierra Aviation)	
AOA Gate 10 (Cielo Azul)	AOA Gate 12 (Cielo Azul/Thornburg)	
AOA Gate 13 (WG Investments)	AOA Gate 14 (Yates/Albin Only)	
Envoy (Gate, Ops, Baggage Claim, Baggage Belts)	Security	
UGE (Gate, Ops, Baggage Claim, Baggage Belts)	TSA (Baggage Makeup, LEO, Checkpoint Rollup)	
Airline/TSA IDF Server Room	SAF ATCT	
Badge Privileges: (Check if appropriate)		
Escort	Movement Area	Emergency Access Authorized (Requires access during an emergency incident)
Applicant is: (Check One)		
Employee	Seasonal Employee – Expected Termination Date: _____	
Vendor/Contractor – Expected Termination Date: _____	Tenant	Sub-Tenant
For Tenant and Sub-Tenants:		
Hanger Number (if applicable)	Aircraft N-Number(s)	
If Applicant is a Vendor/Contractor, please provide the following information:		
Vendor/Contractor Company		
Business Address		Phone Number
City	State	Zip Code

As an Authorized Signatory, I certify that the named applicant has a specific need for the requested type of Identification badge providing unescorted access authority for the specified area. I have ensured that the named applicant **acknowledges** their security responsibilities under 49 CFR 1540.105 (a). I accept responsibility for retrieving the badge at the time of project completion, applicant's termination, or when applicant no longer requires regular and routine access to the airport. I will return badges that are expired, deactivated, or for which there is no longer any Official Business Purpose within three (3) business days of the date the Airport Security Badge expired or no longer had any Official Business Purpose. Failure to return such Airport Security Badges within thirty (30) days for any reason shall result in a \$100 civil penalty, unless otherwise waived by the Airport Manager in his or her absolute discretion. Additionally, I will **suspend** the applicants badge at termination or should he/she disclose any conviction of any disqualifying criminal offenses (as applicable) or if the applicant no longer meets the requirements for eligibility. I will return the badge promptly to the Airport Administrative Office within 24 hours (or on the next business day) of suspension notification.

Authorized Signatory (Please Print): _____

Authorized Signatory (Please Sign): _____ Date: _____