

# Santa Fe Regional Airport ID Badge and Vehicle Permit Application

PLEASE PRINT OR TYPE IN BLACK OR BLUE INK. INCOMPLETE APPLICATIONS WILL BE RETURNED.

## Badge status changes include the following:

- New Employer (not changing badge type, ie. SIDA to SIDA)
- Change of Authorized Signatory
- Change of Name
- Change of Address
- Change/Upgrade or Removal/Downgrade of authority

## 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 <sup>1</sup>
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 <sup>1</sup>
Stolen Badge Replacement Fee	No Charge (with police report)
Unreturned Badge Penalty Assessed to employer or Authorized Signatory	\$100.00

<sup>1</sup> 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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Application Type: **Badge Status Change (complete Sections 1 and 2)**

## SECTION 1 – APPLICANT INFORMATION (TO BE COMPLETED BY APPLICANT)

Legal Last Name	Legal First Name	Legal Middle Name
Current Home Mailing Address (PO Boxes are not acceptable)		
City	State	Zip Code
Social Security Number		

## SECTION 2 – EMPLOYER/SPONSOR INFORMATION (TO BE COMPLETED BY AUTHORIZED SIGNATORY)

Company/Sponsor/Organization

### CHANGE/UPGRADE/ADD

*(Authorized signature required for those denoted with an \*)*

Damaged Card      Movement Area Driving\*      Escort Authority\*      Lost\*      Stolen\*

Applicant Name

Other: \_\_\_\_\_

### REMOVE/DOWNGRADE

*(Authorized signature required for those denoted with an \*)*

Movement Area Driving\*      Escort Authority\*      Other: \_\_\_\_\_

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 Sign)*: \_\_\_\_\_

Authorized Signatory *(Please Print)*: \_\_\_\_\_ Date: \_\_\_\_\_

## THIS SECTION FOR AIRPORT STAFF USE ONLY

Previous Badge #	Previous Prox Card #
New Badge #	New Prox Card #

**\*If replacing lost/stolen ID Badge, notify ASC\***