

Santa Fe Regional Airport ID Badge and Vehicle Permit Application

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

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



Santa Fe Regional Airport ID Badge and Vehicle Permit Application



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

Application Type: AOA Permits Requested (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		Badge Number

SECTION 2 – AOA VEHICLE INFORMATION (TO BE COMPLETED BY APPLICANT)

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:

- Vehicles may not exceed 15 MPH while driving within the AOA.
- Vehicles with an AOA permit are not authorized to enter the secured area.
- Vehicles must display a permit at all times while in the AOA.**
- 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.
- 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.
- 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.
- Loss of this permit will result in a lost vehicle permit penalty —immediate notification upon loss is required. Failure to promptly report the loss of this permit will result in up to a \$100 penalty.**
- 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.
- Individuals who no longer require regular and routine access to the AOA must return their ID media to the Santa Fe Regional Airport.
- All vehicles are subject to inspection at any time.
- No more than 4 vehicle permits may be issued to an individual.
- No more than 3 escort permits may be issued to an individual.
- 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: _____

² \$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



Santa Fe Regional Airport ID Badge and Vehicle Permit Application

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



Vehicle Information: (TO BE COMPLETED BY APPLICANT)		Make:	Year:
Make:	Year:	Model:	Color:
Model:	Color:	State:	Plate #:
State:	Plate #:		
Make:	Year:	Make:	Year:
Model:	Color:	Model:	Color:
State:	Plate #:	State:	Plate #:
THIS SECTION FOR AIRPORT STAFF USE ONLY			
Previously issued # of AOA Vehicle Permits:		# of AOA Vehicle Permits issued:	
<i>Do not issue more than 4 vehicle permits unless applicant reports in writing that permit was lost.</i>			
Previously issued # of AOA Escort Permits:		# of AOA Escort Permits Requested:	
Number of New Escort Permits issued (\$15 each):			
<i>If replacing a lost permit, applicant must report in writing that permit was lost</i>			
Lost/Stolen Vehicle Permit			
Previous Permit #			
New Badge #			