



AIRPORT IDENTIFICATION BADGE APPLICATION

Applicant Name: _____

Date Completed: _____

INSTRUCTIONS

Airport Badge Types

AOA Badge – AOA Badge(s) are the most common badge type. The Airport Operations Area includes all areas of the airport inside the perimeter fencing except the “SIDA” Secured Area. All individuals who require regular and routine access to the Airport Operations Area (AOA) must obtain one of these badges. The color of the badge indicates certain areas of the AOA the badge holder can access without escort. AOA Badge applicants must pass a Security Threat Assessment (STA) and successfully complete Non-Movement Area and Safety / Security training.

Sterile Area Badge – The Sterile Area (Restricted Area beyond the TSA checkpoint where screened passengers await their flight) Badge is required for all persons who have an operational need to work in access the Sterile Area in the commercial passenger terminal. This badge is primarily issued to food concession employees. Sterile Area badge applicants must pass a Security Threat Assessment (STA) and a fingerprint-based Criminal History Records Check (CHRC) and complete SIDA security training.

SIDA Badge – The SIDA (Security Identification Display Area) Badge is required for all persons who have an operational need to access the Secured Areas surrounding the commercial passenger terminal. This badge is primarily issued to airline personnel, TSA officers, and Airport Staff. SIDA badge applicants must pass a Security Threat Assessment (STA) and a fingerprint-based Criminal History Records Check (CHRC) and SIDA training.

Badge Appointment Scheduling

Anyone needing an airport badge should ask their company Authorized Signatory to assist them through the process and or if a direct lease holder or contractor, schedule an appointment directly with the Airport Badging Office by calling (704) 920-5906 or by emailing JQFBadge@concordnc.gov. Airport ID badges must be obtained prior to gaining unescorted access to the airport. Allow at least 7 – 10 days for processing. Anyone needing fingerprints for a Security Identification Display Area (SIDA) badge will need to schedule a separate appointment. Please allow up to 3 weeks for SIDA badge processing and Transportation Security Administration (TSA) required successful completion of airport specific training prior to unescorted access to the SIDA.

Application Process:

1. Please complete all applicable sections of the Airport Identification Badge application and applicant should then deliver completed application in person to Airport Badging Office:
 - a. **Section 1** should be completed by the applicant.
 - b. **Section 2** must be completed by an Authorized Signatory if you are applying for access as an employee of an airport tenant or a member of a club or group.
 - c. **Section 3** will be completed by authorized Airport Staff if you have a direct lease or sub-lease agreement with the airport.
 - d. **Section 4 and 5** must be signed by all applicants. **Failure to comply with airport security regulations can result in financial penalties and/or the revocation of all access privileges.**
 - e. **Section 6** must be completed by **SIDA badge applicants only**.
 - f. **Section 7** will need information from identification documents. **Your application will not be accepted if you do not bring appropriate identification as listed in Section 7.**
2. **All applicants must provide proof of identity and eligibility to work in the United States.** See list of acceptable forms of identification in Section 7 of the application and have originals for badging office staff review.
3. If the applicant is not a US citizen or is a US citizen born outside of the US, please contact the Airport Badging Office for further instructions about additional documentation requirements.
4. All applicants accessing the AOA by vehicle with an “DR” endorsement must have valid driver’s license and maintain current automobile insurance with limits of liability acceptable to the City of Concord prior to access card / activation given to badge holder.
5. Badging fees should be paid by company or applicant at time of badge application submittal. (See Fee Schedule)

Training/Testing

All badge applicants must complete airport-specific training and testing prior to receiving an identification badge. All AOA badge applicants must complete basic Airport Non-Movement Pedestrian, Driver, and Security training program. SIDA applicants will be required to complete additional security training. Some applicants may also be required to complete additional training.



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

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

Current Airport ID # / Expiration Date:	Employer , Tenant, Hangar #, or Aircraft Tail# associated with this badge request	
Legal Last Name	Legal First Name	Legal Middle Name
Alias Last Name (i.e. Maiden, etc.)	Alias First Name (No Nicknames)	Alias Middle Name
Current Home Address:		
City	State	Zip Code
Home Phone	Work Phone	Cell Phone
E-mail Address	Nickname:	
Date of Birth	<input type="checkbox"/> Yes <input type="checkbox"/> No US Citizen? (Check One)	Citizenship (if other than U.S)
Country of Birth	Place of Birth (City/State)	<input type="checkbox"/> Male <input type="checkbox"/> Female Gender (Check One)
Required for CHRC / Voluntary for STA:	Height (feet & inches)	Weight (lbs)
Eye Color	<input type="checkbox"/> Blue <input type="checkbox"/> Brown <input type="checkbox"/> Green <input type="checkbox"/> Hazel <input type="checkbox"/> Black <input type="checkbox"/> Gray	
Hair Color	<input type="checkbox"/> Blonde <input type="checkbox"/> Brown <input type="checkbox"/> Black <input type="checkbox"/> Red <input type="checkbox"/> Gray <input type="checkbox"/> White <input type="checkbox"/> Bald	

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). I also understand the Federal regulations under 49 CFR 1542.209/1544.229 impose a continuing obligation to disclose to the airport operator within 24 hours if I am convicted of any disqualifying criminal offense.

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

Social Security Number Verification for Security Threat Assessment 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-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 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's Signature: _____ **Date of Birth:** _____

Print Full Name: _____

SSN: _____



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SECTION 2 – EMPLOYER / EMPLOYEE INFORMATION (MUST BE SIGNED BY AUTHORIZED SIGNATORY)

Applicant Name		Badge Type requested: (Check one) <input type="checkbox"/> AOA City Employee <input type="checkbox"/> SIDA <input type="checkbox"/> Sterile Area <input type="checkbox"/> Public Area <input type="checkbox"/> AOA Tenant Employee <input type="checkbox"/> AOA HIC <input type="checkbox"/> AOA T-Hangar <input type="checkbox"/> AOA Tie-down <input type="checkbox"/> AOA Construction <input type="checkbox"/> AOA Temp	
Application Job Title:			
Company/Organization		Applicant is: (Check one) <input type="checkbox"/> Employee <input type="checkbox"/> Seasonal Employee / Flight School Student <input type="checkbox"/> Vendor/Contractor <input type="checkbox"/> Owner	
Expected Termination Date (if Seasonal/ Temporary / or Contractor)	Access Requested (List all gates and doors needed)		

- ENDORSEMENTS: The applicant requires the following Badge endorsements**
- Escort Authority = Can take responsibility for escorting individuals without ID badges
 - Non-movement (Ramp) Driver = Has need to drive vehicle or equipment on Apron or inside fence to hangar
 - Movement Area (pedestrian or vehicle driver) = Has need to access runway or taxiways while not inside an aircraft
 - Authorized Signer = Is responsible for determining need and accountability of unescorted access ID badges for Company.

Provide justification explanation for Endorsement requested below. Complete Insurance information for Driving Endorsement

ID/ Driver License #	State	Expiration
Auto Insurance Carrier	Limits of Liability	Policy Number / Expiration Date

If Applicant is a Contractor/Vendor please provide the following information:

Contractor/Vendor Company		
Business Address		Phone Number
City	State	Zip Code

As an Authorized Signatory for the above listed company, I certify that the named applicant has a need for the requested type of Identification badge and ID badge endorsement. I accept responsibility for retrieving the badge at the time of project completion or applicant's termination. Additionally, I will **suspend** the applicants badge at termination or should he/she disclose any conviction of any disqualifying criminal offenses or if the applicant no longer meets the requirements for employment eligibility. I will return the badge promptly to the Airport Badging Office within 24 hours (or on the next business day) of suspension notification. I also understand and agree to pay all fees associated with the badge.

Authorized Signatory (Please Sign): _____

Please Print Name of Auth. Signatory: _____ **Date:** _____

SIGNATURE OF AUTHORIZED SIGNATORY MUST BE ON FILE WITH THE AIRPORT BADGING OFFICE.



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SECTION 3 – TENANT INFORMATION (TO BE COMPLETED BY APPLICANT as applicable)

Applicant Name:		Badge Type requested: (Check one) <input type="checkbox"/> AOA City Employee <input type="checkbox"/> SIDA <input type="checkbox"/> Sterile Area <input type="checkbox"/> AOA Tenant Employee <input type="checkbox"/> AOA HIC <input type="checkbox"/> AOA T-Hangar <input type="checkbox"/> AOA Tie-down <input type="checkbox"/> AOA Construction <input type="checkbox"/> AOA Temp	
Application Job Title:			
Hangar Number or Office Number	Aircraft N-Number or job / office location	Applicant is: (Check one) <input type="checkbox"/> Tenant <input type="checkbox"/> Sub-Tenant <input type="checkbox"/> Other	
Type of Business Operation:			
Access Required (List all gates and doors needed)			
Proximity Card Needed (for access through vehicle gates)?			
Vehicle (i.e. car or truck) / equipment (i.e. golf cart) permits needed:			
Vehicle / equipment descriptions:			
Vehicle / equipment year:			
Vehicle equipment purpose needed on airport:			
Vehicle parking location on airport:			

TO BE SIGNED BY AIRPORT ADMINISTRATIVE STAFF

As a Trusted Agent for Concord-Padgett Regional Airport, I certify that I have taken the necessary steps to verify that the named applicant has a need for the requested type of Identification badge. The applicant is a tenant with an active lease, a verified sub-tenant of a tenant with an active lease, or an employee or sub-contractor of a company with an active construction, repair or maintenance contract.

Trusted Agent Signature (Please Sign): _____

Please Print Name of Trusted Agent: _____ **Date:** _____



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SECTION 4 – APPLICANT’S CERTIFICATION (TO BE COMPLETED BY APPLICANT)

By submitting this Airport Identification Badge Application, I hereby acknowledge and agree to comply with the following **Terms and Conditions**:

1. All ID Badges remain the sole property of the City of Concord Aviation Dept. (Concord-Padgett Regional Airport). Badges must be returned to the airport at the end of employment, upon renewal, or change of status that resulted in the original issuance of the ID Badge.
2. ID Badges are only issued after badge applicant successfully completes applicable badge training and background checks and identification documentation and employment authorization is verified.
3. The transfer or use of ID Badges by an individual other than the badge holder is strictly prohibited.
4. 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.
5. Do not allow more than one vehicle to pass through the gate. Every badge holder should swipe badge at each gate. Follow-throughs are not allowed unless vehicles are under escort. When providing an escort, the person(s) must remain under your direct control the entire time they are in the AOA or SIDA.
6. City of Concord Aviation Dept. reserves the right to revoke the authorization for an ID Badge where such action is determined to be in the best interests of airport security. City of Concord Aviation Dept. requires the immediate surrender of any ID Badge upon notification that airport authorization has been revoked.
7. Any individual possessing an ID Badge shall immediately notify the City of Concord Aviation Dept. in the event their ID Badge is lost or stolen at 705-920-5901.
8. Any ID Badge holder shall pay or ensure their organization has paid all airport applicable badge processing fees.
9. 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, or needs to be renewed via a Badge Request Form signed by their authorized signer, and submits applicable payment of any replacement or lost badge fees.
10. **SCREENING NOTICE:** Any employee holding a credential granting access to a SIDA may be screened (by TSA, law enforcement, or designated airport staff) at any time while gaining access to, working in, or leaving a SIDA.
11. 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.
12. Any individual possessing a SIDA ID Badge shall wear their badge above the waist on the outermost garment whenever they are in the SIDA.
13. Badge holders must cooperate with badge audits and inspections.
14. Badge holders shall not leave their ID Badge in a non-secure location (such as a car) or post pictures on social media of badges or individuals wearing badges that could enable illicit fraudulent or duplicate ID badges to be created.
15. Additionally, the airport may impose sanctions for violations of the ASP. **VIOLATIONS OF AIRPORT IDENTIFICATION BADGE TERMS AND CONDITIONS OR ANY SUCH AIRPORT SECURITY REGULATIONS AS MAY BE ESTABLISHED MAY RESULT IN CRIMINAL AND/OR CIVIL PENALTIES, FINANCIAL PENALTIES, AND/OR SUSPENSION OR IMMEDIATE REVOCATION OF IDENTIFICATION BADGE AND ACCESS PRIVILEGES.**
16. 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. The TSA may issue fines of up to \$13,669 per person or company per security violation.

Applicant Signature: _____ Date: _____



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SECTION 5 – PRIVACY ACT NOTICE (TO BE REVIEWED AND SIGNED BY APPLICANT)

**The Privacy Act of 1974
5 U.S.C. 552a (e)(3)**

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 110-52, August 3, 2007); FAA Reauthorization Act of 2018, § 1934(c) (132 Stat. 3186, Public Law 115-254, Oct 5, 2018), and Executive Order 9397 (Nov 22, 1943), 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 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 for Routine Uses for the NGI system and the FBI's Blanket Routine Uses.

Disclosure: Pursuant § 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 you SSN is voluntary, if you do not provide the information requested, DHS may be unable to complete your for a security threat assessment.

For more on TSA Privacy policies, or to view the system or records notice and the privacy impact assessment, please see TSA's Website at www.tsa.gov.

I acknowledge that I have read and understand the above.

Applicant Signature: _____

Date: _____



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SECTION 6 – FINGERPRINT REQUEST (TO BE COMPLETED BY SIDA BADGE APPLICANTS ONLY)

Please indicate whether you have been convicted, or found not guilty by reason of insanity, of any of the disqualifying crimes listed below, in any jurisdiction, in the past 10 (ten) years.

- A felony involving illegal possession of a controlled substance punishable by a maximum term of imprisonment of more than 1 year.
- Unlawful possession, use, sale, distribution, or manufacture of an explosive or weapon
- A felony involving possession or distribution of stolen property
- A felony involving dishonesty, fraud, or misrepresentation
- A felony involving theft
- A felony involving burglary
- Armed robbery or felony unarmed robbery
- A felony involving importation or manufacture of a controlled substance
- Distribution of, or intent to distribute a controlled substance
- A felony involving aggravated assault
- Rape or aggravated sexual abuse
- A felony involving bribery
- A felony involving willful destruction of property
- A felony involving a threat
- Murder
- Assault with intent to murder
- Kidnapping or hostage taking
- Felony arson
- Extortion
- Carrying a weapon or explosive aboard an aircraft
- Conveying false information and threats
- Commission of certain crimes aboard an aircraft in flight
- Destruction of an aircraft or aircraft facility
- Interference with flight crew members or flight attendants
- Forgery of certificates, false making of aircraft and other aircraft registration violations
- Unlawful entry into an aircraft or airport area that serves air carriers or foreign air carriers contrary to established security requirements
- Interference with air navigation
- Espionage
- Aircraft piracy outside the special aircraft jurisdiction of the United States
- Aircraft piracy
- Improper transportation of a hazardous material
- Lighting violations involving transporting controlled substances
- Sedition
- Treason
- Violence at international airports
- Conspiracy or attempt to commit any of the aforementioned criminal acts.

I, _____ affirm that I have not been convicted or found not guilty by reason of insanity of any of the crimes listed above. I acknowledge that under Federal regulation 49 CFR 1542.209, I will notify the Concord-Padgett Regional Airport (City of Concord Aviation Dept.) within 24 hours if I am convicted of any disqualifying criminal offense. 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 form can be punished by fine or imprisonment, or both (see Section 1001 of Title 18 of the United States Code).

Applicant Signature: _____ **Date:** _____



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SECTION 7 – ELIGIBILITY VERIFICATION DOCUMENTS (MUST BE PRESENTED BY APPLICANT)

- List A**
- Documents that Establish Both Identity and Employment Authorization**
1. US Passport or US Passport Card
 2. Permanent Resident Card or Alien Registration Receipt Card (Form I-551)
 3. Foreign passport with a temporary I-551 stamp or temporary I-551 printed notation on machine-readable immigrant visa
 4. Employment Authorization Document that contains a photograph (Form I-766)
 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
 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
 7. TSA or non-LEO Federal employee agency ID

OR

- List B**
- Documents that Establish Identity**
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
 2. 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
 3. School ID card with a photograph
 4. Voter's registration card
 5. U.S. Military card or draft record
 6. Military dependent's ID card
 7. U.S. Coast Guard Merchant Mariner Card
 8. Native American tribal document
 9. Driver's license issued by a Canadian government authority
- For persons under the age of 18 who are unable to present a document listed above:
1. School record or report card
 2. Clinic, doctor, or hospital record
 3. Day-care or nursery school record

AND

- List C**
- Documents that Establish Employment Authorization**
1. Social Security Account Number card unless the card includes one of the following restrictions: 1) Not Valid for Employment 2) Valid for Work Only with INS Authorization or 3) Valid for Work Only with DHS Authorization
 2. Certification of Birth Abroad issued By the Department of State (FS-545)
 3. Certification of Report of Birth issued by the Department of State (DS-1350)
 4. 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.
 5. Native American tribal document
 6. U.S. Citizen ID Card (Form I-197)
 7. ID Card for Use of Resident Citizen in the United States (Form I-179).
 8. Employment authorization document issued by the Department of Homeland Security

SIGNATURE OF BADGE APPLICANT:

X _____

THIS SECTION FOR AIRPORT SECURITY STAFF USE ONLY

	List A	List B	List C
Document Type:	_____	_____	_____
Issuing Authority:	_____	_____	_____
Document #:	_____	_____	_____
Expiration Date:	_____	_____	_____
Other Required Numbers: _____			

Submitted under <input type="checkbox"/> 1544 <input type="checkbox"/> 1542	Date of STA / CHRC result:	STA / CHRC result or LEO / TSA exempt:
Badge Number Assigned:	Date Badge Issued:	Badge Expiration Date
Badge Type issued: (check one) <input type="checkbox"/> SIDA <input type="checkbox"/> AOA	Badge Endorsements: <input type="checkbox"/> NM Driver (DR) <input type="checkbox"/> Movement Area Driver (MA) <input type="checkbox"/> Escort (ES) <input type="checkbox"/> Authorized Signer (AS)	Training Completed: (Check all that apply) <input type="checkbox"/> AOA <input type="checkbox"/> MA <input type="checkbox"/> SIDA <input type="checkbox"/> AS
Access Authorization (List all gates and doors approved)		Date(s) of Training Completion:
Trusted Agent Processing Badge:		Fee paid: \$