

# AIRPORT SECURITY BADGE APPLICATION

Badging Office Use

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Lenel: \_\_\_/\_\_\_/\_\_\_

## READ THE FOLLOWING INSTRUCTIONS CAREFULLY

The Security Badging Office personnel will make every effort to provide you with a pleasant experience while you are going through the badging process. But we can only do this if you provide us with the required information and documents, so please **READ THE FOLLOWING INSTRUCTIONS CAREFULLY**. If you have any questions, please give us a call at 480-988-7522.

**Appointment only. NO WALK-INS.** Please schedule a 15 min. Badge Application Drop off at: [www.gatewayairport.com/scheduleclass](http://www.gatewayairport.com/scheduleclass)

All information **MUST be filled out completely (including dates) PRIOR** to the Authorized Signer reviewing and signing it. The application is valid for a period of 30 days after your Authorized Signer's signature. **Only the original, signed application will be accepted. No copies, changes to application, or typed signatures/dates accepted.**

You **MUST** present **ORIGINAL** acceptable forms of identification as detailed in the List of Acceptable Documents **WHEN** submitting your application. **NO COPIES.**

**Badge Processing Fee is required when application is submitted.** Process fee is \$45.00, \$50.00 for contractors (includes required armband), credit/debit cards only accepted. Fingerprinting fee is \$54.00 + \$7.00 onetime RapBack fee (required for SIDA area only).

Once we notify your Authorized Signer that your STA and/or CHRC results have cleared, you have **30 days to complete the badging process** (make an appointment and pick up badge). **Any appointment made before notification will be cancelled and you will be required to reschedule.** If the process is not completed in this timeframe, you will need to begin the badging process again and all fees apply.

**If you are 5 mins or more late for your scheduled appointment, you forfeit your appointment time.**

PLEASE PRINT AND USE BLACK OR BLUE INK ONLY

### AIRPORT BASED AIRCRAFT OWNER INFORMATION ONLY

Aircraft type: \_\_\_\_\_ N Number: \_\_\_\_\_

Space # / Hangar # \_\_\_\_\_

### APPLICANT INFORMATION - ALL INFORMATION IS REQUIRED

Sponsoring Company Name: \_\_\_\_\_ Your Job Title: \_\_\_\_\_

**Full Legal** Name: \_\_\_\_\_ Social Security # \_\_\_\_\_  
Last First Middle

Other names used (Aliases/Surname/Maiden): \_\_\_\_\_ Nickname (if used): \_\_\_\_\_

**Current Mailing Address:** \_\_\_\_\_  
Address City State Zip Code

**Permanent Resident Address:** \_\_\_\_\_  
(If different from above) Address (No P.O. Box) City State Zip Code

Daytime Telephone (home/pager/cell) \_\_\_\_\_ E-Mail Address: \_\_\_\_\_

Birth Date: \_\_\_/\_\_\_/\_\_\_ Country of Birth (2 letter code): \_\_\_\_\_ Current Citizenship Country (2 letter code): \_\_\_\_\_ Gender:  M  F  
MM/DD/YYYY

Race: \_\_\_\_\_ Height: \_\_\_\_\_ Weight: \_\_\_\_\_ Eye Color: \_\_\_\_\_ Hair Color: \_\_\_\_\_ City of Birth: \_\_\_\_\_ State of Birth: \_\_\_\_\_

Alien Registration #: \_\_\_\_\_ I-94 Arrival/Departure Form #: \_\_\_\_\_ Non-Immigrant Visa #: \_\_\_\_\_

Passport Country (2 letter code): \_\_\_\_\_ Passport #: \_\_\_\_\_ ARN/INS #: \_\_\_\_\_ Birth Abroad #: \_\_\_\_\_

**As the Signatory, I have reviewed this page.**

**Signatory Initials Only:** \_\_\_\_\_

**Airport Use Only:** Badge#: \_\_\_\_\_ Training: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

Phoenix-Mesa Gateway Airport Badging Office, 5803 S. Sossaman Rd., Mesa, AZ 85212 – (480) 988-7522  
Hours: Monday – Thursday 7am-12pm & 1pm-5pm

Aug 2022

**APPLICANT'S CRIMINAL HISTORY**

Have you been convicted or found not guilty by reason of insanity of any of the following criminal offenses in the past ten (10) years?

	Yes	No		Yes	No
Forgery of certificates, false marking of aircraft, and other aircraft registration violations			Unlawful possession, use, sale, distribution, or manufacture of an explosive or weapon		
Interference with air navigation			Rape or aggravated sexual abuse		
Improper transportation of a hazardous material			Extortion		
Aircraft piracy			Armed or felony unarmed robbery		
Interference with flight crew members or flight attendants			Distribution of, or intent to distribute, a controlled substance		
Commission of certain crimes aboard aircraft in flight			Felony arson		
Carrying a weapon or explosive aboard an aircraft			A felony involving a threat		
Conveying false information and threats			A felony involving willful destruction of property		
Aircraft piracy outside the special aircraft jurisdiction of the United States			A felony involving importation or manufacture of a controlled substance		
Lighting violations involving transporting controlled substances			Conspiracy or attempt to commit, any of the aforementioned criminal acts		
Sedition			A felony involving theft		
Destruction of an aircraft or aircraft facility			A felony involving dishonesty, fraud, or misrepresentation		
Murder			A felony possession or distribution of stolen property		
Assault with intent to murder			A felony involving aggravated assault		
Espionage			A felony involving bribery		
Unlawful entry into an aircraft or airport area that serves air carriers or foreign air carriers contrary to established security requirements			A felony involving illegal possession of a controlled substance punishable by a maximum term of imprisonment of more than one year		
Kidnapping or hostage taking			Violence at international airports		
Treason			A felony involving burglary		

I understand that Federal regulations under 49 CFR 1542.209 (l) impose a continuing obligation for me to disclose to the Airport within 24 hours if I am convicted of any disqualifying criminal offense that occurs while I have unescorted access authority. 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 can be punished by fine or imprisonment, or both (see Section 1001 of Title 18 of the United States Code).

**Privacy Act Statement**

**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 (November 22, 1943), as amended.

**Purpose:** The Department of Homeland Security (DHS) will use the information to conduct a security threat assessment. If applicable, 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 will also maintain a national, centralized revocation database of individuals who have had airport or aircraft operator-issued identification media revoked for noncompliance with aviation security requirements. DHS has established a process to allow an individual whose name is mistakenly entered into the database to correct the record and have the individual's name expunged from the database. If an individual who is listed in the centralized database wishes to pursue expungement due to mistaken identity, the individual must send an email to TSA at Aviation.workers@tsa.dhs.gov.

**Routine Uses:** In addition to those disclosures generally permitted under 5 U.S.C. § 552a(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. § 552a(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 will 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.

Acknowledgment: Print Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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 12<sup>th</sup> Street, Arlington, VA 22202. 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 a fine or imprisonment or both.

Applicant Signature: \_\_\_\_\_

→ **As the Signatory, I have reviewed this page.**

**Signatory Initials Only:** \_\_\_\_\_

# PHOENIX-MESA GATEWAY AIRPORT SAFETY SECURITY RESPONSIBILITY AGREEMENT

Badging Office Use

COPY: \_\_\_\_\_

Please ask if you have any questions.

- Airport security is of fundamental importance. Everyone working or operating on the airport must understand that they play a vital role in keeping the airport safe and secure. **BE ALERT AND BE AWARE.**
  - **SCREENING NOTICE:** Any employee holding a credential granting access to a Security Identification Display Area (SIDA) may be screened at any time while gaining access to, working in, or leaving a Security Identification Display Area.
- Challenge and report any individual who is not displaying proper ID within the Restricted Area or SIDA to Airport Operations (480-988-7600, press 0), after 5pm and weekends (480-988-7570) or Mesa Police (911).
  - **Immediately report any suspicious activity to Airport Operations or Mesa Police.**
- Ensure the gate or door that you pass through closes securely behind you. To ensure a gate or door is secure, use the **STOP, LISTEN and TEST** method.
  - \* **STOP** after going through the door/ gate.
  - \* **LISTEN** for the door/ gate to close, latch (and arm if equipped).
  - \* **TEST** the door/ gate by gently pulling or pushing to ensure it is closed/ latched.

**If gate/door does not secure, stay there and call Airport Operations with the gate/door #.**
- People with an airport badge **MUST** use their own badge to access the Airport. **“No Piggy Backing!”** If a person’s badge is **not working, you cannot let them in.** (There may be a reason their badge is shut off). **NEVER** loan your badge to anyone. This badge is issued solely for your use only.
- You do have **escort privileges** for non-badged persons. These privileges come with responsibilities. Those you are escorting are your responsibility. Do not escort more people than you can control. Ensure those you are escorting understand that they **must remain with you, at all times.**
- Be aware of your surroundings: always watch for running or moving aircraft and equipment. Aircraft **always** have the right of way.
- It is recommended you renew your badge prior to the expiration date printed on your badge, however, you have a 30-day grace period beyond the expiration date to renew and not be subjected to re-vetting. You may **renew up to 60 days prior** to your expiration date as well. A new application and ID are required for all renewals.
- All airport issued badges are the property of Phoenix-Mesa Gateway Airport. Therefore, they **must be returned** to the Security Badging Office 1) at the conclusion of your duties at the airport, 2) when the badge expires (the date on the front) and/or 3) if requested by Airport Operations or Mesa Police.
- You are responsible for your badge. **Report lost or stolen badges to Airport Operations immediately 480-988-7570.**
- If your badge is not returned or you need a replacement due to lost/stolen or if it becomes inoperative due to misuse or abuse. **There is a \$50.00 unreturned/replacement fee which is the responsibility of the badge holder.**
- Badges **must** be displayed above the waist on the outermost garment.
- Badges will automatically de-activate after 30 days of non-use. Please bring your badge to the Badging Office to be re-activated (no charge).
- Your badge does not give you access to other parts of the airport. Please make sure are aware of the boundaries of your working area.
- Violations of any of the above rules can result in the revocation of your security badge and loss of access to the airport.
- When travelling as a passenger, badge holders may only access the Sterile Area via the TSA Passenger Screening Checkpoint, present all items they intend to carry on-board at the screening checkpoint for inspection, and remain in the Sterile Area until boarding.

By signing below, I acknowledge the roles and responsibilities of being issued an airport security badge under 49 CFR 1540.105(a) and will abide by the aforementioned policies.

Print Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

**As the Signatory, I have reviewed this page**

**Signatory Initials Only: \_\_\_\_\_**

**COMPANY SIGNATORY CERTIFICATION USE ONLY - (SIGNING BLANK BADGE APPLICATIONS IS STRICTLY PROHIBITED)**

Reason for Badge:  Tenant Employee  Tenant Contractor  Based Aircraft  Student  Airport Staff  Airport Contractor  Renewal  
Endorsements Needed:  Ramp Driver  Tow  Airfield Driver  Fueler  SIDA  NON-SIDA  
Other: \_\_\_\_\_

As the Company Signatory, I attest that a specific need exists for unescorted access and am requesting issuance of this Airport security badge for:

Applicants Name \_\_\_\_\_

I understand that I am responsible for monitoring the use of said badge and **once I am aware this badge is no longer needed I must immediately contact the Badging Office to deactivate/stop list the badge and retrieve the security badges from the terminated personnel and immediately return it to the Airport Badging Office. A \$50.00 fee will be assessed for each unreturned badge.**

Authorized Signatory Name (print) \_\_\_\_\_ Authorized Signature \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

**AIRPORT USE ONLY – DO NOT WRITE BELOW**

Fingerprints: \_\_\_\_/\_\_\_\_/\_\_\_\_ by: \_\_\_\_\_ **CHRC Clearance** \_\_\_\_/\_\_\_\_/\_\_\_\_ by: \_\_\_\_\_ **STA Clearance** \_\_\_\_/\_\_\_\_/\_\_\_\_ by: \_\_\_\_\_

SIDA \_\_\_\_/\_\_\_\_/\_\_\_\_ Ramp Driver \_\_\_\_/\_\_\_\_/\_\_\_\_ Tow \_\_\_\_/\_\_\_\_/\_\_\_\_ Airfield Driver \_\_\_\_/\_\_\_\_/\_\_\_\_ RAP \_\_\_\_/\_\_\_\_/\_\_\_\_

Airfield Driver Practical \_\_\_\_/\_\_\_\_/\_\_\_\_ Fueler \_\_\_\_/\_\_\_\_/\_\_\_\_ AOA \_\_\_\_/\_\_\_\_/\_\_\_\_ Signatory \_\_\_\_/\_\_\_\_/\_\_\_\_

Type of Issue:  SIDA  SIDA Sterile  Non-SIDA  Based Aircraft  Contractor  Student

Security Badge Number: \_\_\_\_\_ Expiration Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Access Level(s): \_\_\_\_\_

**Types of ID (see List of Acceptable Documents)**

**Copies in Files**

**IDENTITY** (1 - photo) \_\_\_\_\_ Exp. Date: \_\_\_\_\_ by: \_\_\_\_\_

**ELIGIBILITY** (2 - other) \_\_\_\_\_ Exp. Date: \_\_\_\_\_ by: \_\_\_\_\_

**Exempt**

Returned Airport Badge # \_\_\_\_\_

**Badge fee:**  Collected  Invoiced  Waived  CC on file **CHRC fee:**  Collected  Invoiced

I have received my badge and I have been briefed, read and received a copy of the Airport Safety/Security Responsibility Agreement and I accept the roles and responsibilities of being issued an airport security badge. I understand that failure to comply with any of the aforementioned policies may result in the revocation of my ID badge, which means that I will not be allowed access to the restricted areas of the Airport.

→ Signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ Issued By: \_\_\_\_\_

**BADGE RETURN – Airport Use Only**

Badge Returned:  Yes  No Rcvd By: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Reason:  Renewal  Expired  Terminated  Failed  Lost  Other \_\_\_\_\_

Badge found & returned: \_\_\_\_/\_\_\_\_/\_\_\_\_ Rcvd By: \_\_\_\_\_

**LIST OF ACCEPTABLE ORIGINAL DOCUMENTS THAT SHOW PROOF OF IDENTITY  
AND EMPLOYMENT ELIGIBILITY  
MUST BRING ORIGINAL DOCUMENTS WHEN DROPPING OFF APPLICATION**

**ONE DOCUMENT FOR PROOF OF BOTH IDENTITY AND EMPLOYMENT ELIGIBILITY**

- \* U.S. Passport or U.S. Passport Card (unexpired)
- \* Permanent Resident Card or Alien Registration Receipt Card (Form I-551)
- \* Unexpired foreign passport with a temporary I-551 stamp or temporary I-551 printed notation on a machine-readable immigrant visa
- \* Unexpired Employment Authorization Document that contains a photograph (Form I-766)
- \* In case of a nonimmigrant alien authorized to work for a specific employer incident to status, a foreign passport with Form I-94 or I-94A bearing the same name as the passport and containing an endorsement of the alien's nonimmigrant status, if, the period of endorsement has not yet expired & 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 U-94 or I-94A indicating nonimmigrant admission under the Compact of Free Association between the United States and the FSM or RMI

**OR ONE FROM EACH OF THE COLUMNS BELOW**

**PROOF OF IDENTITY**

**PROOF OF EMPLOYMENT ELIGIBILITY**

- \* Driver's license or ID card issued by 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 agencies or entities, provided it contains a photograph or information such as name, date of birth, gender, height, eye color and address
- \* 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
- \* **If born abroad and are now a US Citizen, a copy of the Certificate of Citizenship or Naturalization is highly suggested, to prevent delays in the background process.**

- \* U.S. Social Security card issued by the Social Security Administration (other than a card stating it is not valid for employment)  
\*\*\*Social Security Card **cannot** be laminated. \*\*\*  
\* Note: Only if born in the US and are a US citizen
- \* Original or certified copy of birth certificate issued by a state, county, municipal authority or outlying possession of the United States bearing an official seal
- \* Certification of Birth Abroad issued by the Dept of State (Form FS-545) \* Note
- \* Certification of Report of Birth issued by the Dept of State (Form DS-1350) \*Note  
\* Note: If Born Abroad 1 of these documents is required
- \* **If born abroad and are now a US Citizen, a copy of the Certificate of Citizenship or Naturalization is highly suggested, to prevent delays in the background process.**
- \* 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)
- \* Unexpired employment authorization document issued by Dept of Homeland Security (other than those listed under List A)

Additional Documentation may be required