

ACAA USE ONLY	
FINGERPRINT/RESUBMITTED/RBED:	BADGE #
CHRC CASE# TSCFP	DATE NOTIFIED/COMPLETED BY:
CIVIL RECORD/FBI#	BILLED/CASH/CREDIT/CHECK/MO/2ND BADGE



ALLEGHENY COUNTY
AIRPORT AUTHORITY

AIRPORT ID BADGE: RENEWAL/ RE-ISSUE/ REPLACEMENT FORM

Badges that have an expiration of more than 30 days or are invalid are not permitted to use this form. The individual employee must complete the badge process in its entirety to obtain a valid Airport ID Badge. **Two forms of I.D. are required for a lost badge, Re-issued badge, and a temporary Sterile badge.**

Note – There is a non-refundable \$50 fee for a lost badge (two forms of I.D. required) and a non-refundable \$25 fee assessed for a badge issued past the expiration date. The Airport ID Badge Office will collect the fee(s) before an updated or replacement Airport ID Badge is issued.

Per TSA regulations, all badges and access issued are for **EMPLOYMENT USE ONLY**. Please type or print legibly using black or blue ink only. This form must be legible or it will **not be processed**.

REASON FOR FORM	<input type="checkbox"/> RENEWAL <input type="checkbox"/> RE-ISSUE <input type="checkbox"/> LOST/STOLEN <input type="checkbox"/> TEMP STERILE BADGE		
FULL NAME(LAST, FIRST, MIDDLE)			
BADGE NUMBER		BADGE COLOR	
EMPLOYER			
TENANT SPONSER			
NEW BADGE EXPIRATION			
US CITIZEN	<input type="checkbox"/> YES <input type="checkbox"/> NO		

Employees who are NON U.S. citizens must bring documentation verifying identity and work authorization. Additional training is required prior to the issuance of a badge that authorizes driving within the AOA.

SOCIAL SECURITY #			
ADDRESS			
TELEPHONE NUMBER			
DATE OF BIRTH			
JOB TITLE			
ESCORT PRIVILEGE	<input type="checkbox"/> YES <input type="checkbox"/> NO		
AIRFIELD DRIVING	N/A	MOVEMENT	NON-MOVEMENT (VALID DRIVER'S LICENSE FOR GVO)

LIVE SIGNATURES ONLY

Security Liaison Printed Name

Security Liaison Signature

Company

Date

I hereby submit this application for an Airport ID Badge and agree to the following:

1. By submitting this application for an Airport ID Badge, I agree to comply at all times with the rules, regulations and policies of ACAA; the rules, regulations and policies of the Transportation Security Administration (TSA), including the provisions of Title 49, CFR, Parts 1540,1542, and 1544, and all applicable local and federal laws.
2. All Airport ID Badges remain the property of ACAA.
3. ACAA reserves the right to revoke authorization for an Airport ID Badge where such action is determined to be in the best interest of airport safety or security. I will immediately return my Airport ID Badge to the Airport ID Badge Office upon notification that my authorization has been revoked.
4. My Airport ID Badge may not be transferred to another individual or used for any purpose by another individual.
5. I understand that if traveling as a passenger, I must access the Sterile Area through a TSA screening checkpoint, including KCM checkpoints with any accessible property I intend to carry onboard the aircraft and remain in the Sterile Area after entering.
6. I will visibly display my Airport ID Badge outside my garments on my upper body whenever I am in the SIDA.
7. I understand that use of the Airport ID Badge constitutes my consent to any search of either my person and/or accessible personal property when entering a direct access point or while present on ACAA property, including but not limited, to a secured area and/or a sterile area of the AOA.
8. In the event of any change in my employee status (i.e. transfer, job title), I will obtain a new Airport ID Badge denoting the change and I must return the original Airport ID Badge to the Airport ID Badge Office.
9. I will not aid nor participate in "piggy-backing" (allowing unauthorized access to secure or restricted areas) where it is prohibited at high security doors as detailed in the SIDA training. Nor will I otherwise breach, disobey or disregard any security directive, plan or program at the airport.
10. If I am granted an Airport ID badge entitling me to escorting privileges, I assume responsibility for the person or persons being escorted at all times. If I am acting as an escort, I must display my Airport ID Badge while performing escort duties and assume total responsibility for the person(s) I am escorting. I will ensure the person I am escorting has an operational need for admission through an access point. Each person I am escorting is required to display an Airport-issued personnel escort pass at all times. I must be in visual contact and exert control of each escortee at all times. If a breach occurs, I will immediately report the incident to 911.
11. I am aware that personnel escort badges and Sterile Area Passes are not intended for use by full time employees attempting to avoid Airport ID Badge procedures.
12. I will challenge any person who enters a secured/restricted area if the person does not properly display an Airport ID Badge. The challenging procedure is to inform the individual they are in a secured area and must display a valid Airport ID badge. If the person I challenge fails to produce a valid Airport ID Badge, I will immediately notify 911.
13. I will immediately notify 911 of any unattended bags and/or suspicious activity.
14. If I am a contractor with an Airport ID Badge, my badge is valid only within the construction site to which I am assigned by my employer, within those areas authorized by ACAA, and only until the contract is closed out and/or terminated or suspended.
15. I will immediately notify the Airport ID Badge Office if my Airport ID Badge is lost or stolen. A non-refundable minimum fee of \$50.00 will be assessed for the replacement. The fee will be collected before a replacement Airport ID Badge is issued.
16. A replacement Airport ID Badge may only be issued if I declare in writing that the Airport ID Badge has been lost, stolen, or destroyed.
17. Failure to maintain a valid driver's license will result in revocation of driving privileges. If my driver's license is suspended, revoked or changes in status, I will immediately inform the Airport ID Badge Office and make any necessary updates to my Airport ID Badge.
18. I will not use the Airport ID Badge issued pursuant to this application for work for any other employer other than the one identified herein.
19. I hereby submit this application for an Airport ID Badge. By my signature, I understand and agree to comply with the terms and conditions provided for in this application and agree to comply with any changes or amendments to the terms and conditions that may be imposed by ACAA. My failure to comply may result in suspension or revocation of my Airport ID Badge with possible fines or civil charges levied.

Employee Signature

Date