

# INSTRUCTION SHEET FOR FILLING OUT THE BOISE AIRPORT SIDA APPLICATION (Revised October 19, 2016)

**NOTE:** The application **must be filled out legibly and completely**. If not, the application will not be processed and returned to the applicant.

**NOTE:** The applicant must bring the application to the Airport Credentialing Office along with identification which establishes identity and employment eligibility. Two forms of ID are required. See the "List of Acceptable Documents" (page 6). Each identification must be from a different list, one of which must be a government issued photo ID. If you will be driving on airport property, you must also bring in a current state issued driver 's license. **In addition, Non US citizens must present an Alien Registration Card or the I-94 Arrival/Departure Form. US citizens who were born abroad must provide either a US passport, Certificate of Naturalization or a Certification of Birth Abroad (DS-1350).**

## **FILLING OUT THE APPLICATION – PAGE 1**

**COMPANY:** Name of the company you will be working for at the airport

### **SECTION I - EMPLOYEE DATA**

**NAME:** Please print your **FULL LEGAL NAME**, i.e., Last Name, First Name, and Middle Name.

**NOTE:** If you don 't have a middle name, print "NMI".

**ADDRESS:** Print full street address to include Apt Number if applicable.

**CITY, ST, ZIP:** Self explanatory.

**CITIZENSHIP:** You are a citizen of what country? If dual citizenship, indicate both countries.

**ALIASES/NICKNAME:** Print all aliases or nicknames, if none, enter "NONE".

**HOME PH:** Include the area code.

**WORK PH:** Include the area code. (This is the company phone number for whom you will be working at the Airport.)

**EMPLOYMENT POSITION/TITLE:** Self-explanatory.

**DATE OF BIRTH:** Be sure to put the month first followed by the day and year. (Example: 5/2/76 or May 2 1976)

**PLACE OF BIRTH:** Indicate the State where you were born or the country if not born in the United States.

**SOCIAL SECURITY NO:** Self- explanatory.

**RACE:** Self-explanatory.

**SEX:** Self-explanatory.

**HEIGHT:** Enter height in feet and inches.

**WEIGHT:** Enter weight in pounds.

**EYES:** Enter your natural eye color.

**HAIR:** Enter your hair color.

**DRIVER ' S LICENSE STATE:** Enter the state that issued you your driver ' s license.

**DRIVER ' S LICENSE NUMBER:** Ensure you enter the correct number.

## **FILLING OUT THE APPLICATION – PAGE 2**

### **Passport Information – US or Foreign National**

**ISSUING COUNTRY:** Self-explanatory

**PASSPORT NUMBER:** Self-explanatory

### **US Citizens, Non-US Country of Birth**

**You must provide one of the following if you are a US Citizen but were born abroad:**

- 1. US Passport Number**
- 2. Certificate of Naturalization Number (Former Alien Registration Number)**
- 3. Certification of Birth Abroad (Form DS-1350)**

**Note: We must physically see these forms, so bring them in if this is applicable to your situation.**

### **INFORMATION TO BE FILLED OUT BY FOREIGN NATIONALS**

**You must provide one of the following if you are not a US Citizen:**

- 1. ALIEN REGISTRATION NUMBER: If applicable, enter this number, otherwise enter “N/A”**
- 2. NON-IMMIGRANT VISA NUMBER: If applicable, enter this number, otherwise enter “N/A”**
- 3. I-94 Arrival/Departure Form**

**Note: We must physically see the form, so bring it to the Credentialing Office.**

**PRIVACY ACT INFORMATION:** Print your name, date and sign it

**SS AUTHORIZATION STATEMENT:** Print your name, date and sign it

## **FILLING OUT THE APPLICATION – PAGE 3**

### **SECTION II - ACCESS INVESTIGATION INFORMATION**

A. Legibly print your first, middle and last name. If no middle name, print (NMI) .

B. Read and initial each of the 45 statements. Failure to do so could cause your application to be rejected.

## **FILLING OUT THE APPLICATION – PAGE 4**

C. At the bottom of page 4,

- 1. Please print your FULL name, i.e., First Name, Middle Name, and Last Name.**

**NOTE: If you don' t have a middle name, print (NMI) .**

- 2. Sign and date the application.**

## **FILLING OUT THE APPLICATION – PAGE 5**

### **SECTION III - BOISE AIR TERMINAL SECURITY PERMIT**

A. Parts 1 - 11, 13: Read, understand and initial each of the **twelve (12)** statements regarding your security Permit.

a. Part 12 -- Please be sure to check whether or not you have a Concealed Weapons Permit

### **B. FOR APPLICANTS GETTING AN AIRPORT DRIVER' S LICENSE**

a. Read and initial statements 1, 2 & 3. This means there are three statements and you should have written your initials THREE (3) times.

b. A copy of your current state driver's license is required to be in your file if you are driving on airport property. Make sure that if you are getting an airport driver's license, you bring your state issued driver's license with you.

## **FILLING OUT THE APPLICATION – PAGE 6**

### **PAGE SIX (6) IS A TABLE THAT HAS A LIST OF ACCEPTABLE DOCUMENTS**

This table is used to determine which documents are needed in order to establish Identity and Employment Eligibility. If you have any question as to what you need to bring, please call the Credentialing Office prior to your appointment. Due to Homeland Security constraints, if the appropriate documents establishing identity and employment eligibility are not brought in, Credentialing Office personnel will not be able to process the application.

## **FILLING OUT THE APPLICATION – PAGE 7**

### **SECTION IV - SIGNATORY**

*NOTE: This section is to be filled out by the applicant 's employer.*

1. Read and understand items 1-5.
2. Print the company name in both places in item #4 and one place in item #5.
3. Print the full name of the company's signatory agent who will sign the application and His or Her Position/Title.

NOTE: You must be on the company signature letter and have had "Signatory Training" within in the last year in order to sign the application for the company.

4. Please print your FULL name, i.e., First Name, Middle Name, and Last Name.

NOTE: If you don't have a middle name, print (NMI).

5. Indicate your Position/Title.
6. Sign and date on the appropriate lines.

## **FILLING OUT THE APPLICATION – PAGE 8**



# BOISE AIR TERMINAL APPLICATION FOR SIDA ACCESS



*Revised September 12, 2016*

<b>BADGE NUMBER</b>	<b>Company:</b> _____	<b>DRIVERS LICENSE</b>		
		No L	NM	M

*FOR OFFICE USE ONLY*

	DATE	INIT		SENT	INIT
Accounting Form Received & Reviewed			Fingerprint Received		
Received/ Reviewed Application			Security Threat Assessment		Received
Appropriate Forms of Identification (As per the "List of Acceptable Documents")	<b>NOTIFICATION</b>				
			Name	Date	Init
Verify the Training Date for the Company Signatory Individual. Within 1 Year			SIDA Training/Test	<b>DATE</b>	<b>INIT</b>
No Fly List/Selectee List Checked			Driver's Training/Test		
Fingerprint Requested			Driver's Practical Training		

***FOLLOW THE INSTRUCTIONS AND PRINT CLEARLY OR THE APPLICATION WILL BE REJECTED AND RETURNED***

## SECTION I - EMPLOYEE DATA

<b>NAME</b> _____ <small>(LAST NAME) (FIRST NAME) (MIDDLE NAME)</small>						<b>HOME PHONE:</b> (____) - _____ <small>Area Code</small>					
<b>ADDRESS</b> _____ <small>(NUMBER) (STREET) (APT)</small>						<b>WORK PHONE:</b> (____) - _____ <small>Area Code</small>					
<b>CITY</b> _____ <b>ST</b> _____ <b>ZIP</b> _____						<b>EMPLOYMENT POSITION/TITLE:</b> _____					
<b>CITIZENSHIP :</b> _____ <small>(COUNTRY)</small>						<b>DATE OF BIRTH</b> _____ <small>MONTH DAY YEAR</small>					
<b>ALIASES/NICKNAMES:</b> _____						<b>PLACE OF BIRTH (State or Country)</b> _____					
<b>Race</b> _____	<b>Sex</b> _____	<b>Height</b> _____	<b>Weight</b> _____	<b>Eyes</b> _____	<b>Hair</b> _____	<b>SOCIAL SECURITY NO.</b> _____					
<b>DRIVER'S LICENSE STATE</b> _____						<b>DRIVER'S LICENSE NUMBER</b> _____					

***FOLLOW THE INSTRUCTIONS AND PRINT CLEARLY OR THE APPLICATION WILL BE REJECTED AND RETURNED***

Passport Information – US or Foreign National		US Citizens , Non-US Country of Birth	
Issuing Country	_____	Certificate of Naturalization Number (former ARN)	_____
Passport Number	_____	Certification of Birth Abroad (Form DS-1350)	Attached Yes <input type="checkbox"/> No <input type="checkbox"/>
INFORMATION TO BE FILLED OUT BY FOREIGN NATIONALS			
Alien Registration Number (if applicable)	_____		
Non-Immigrant Visa Number (if applicable)	_____		
I-94 Arrival/Departure Form Number	_____		

# Privacy Act Notice

**Authority:** 49 U.S.C. §§114, 44936 authorizes the collection of this information.

**Purpose:** The Department of Homeland Security (DHS) will use the biographical information to conduct a security threat assessment to evaluate your eligibility for the program to which you are applying. Your fingerprints and associated information/biometrics 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/biometrics 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 the fingerprints for enrollment into the US-VISIT's Automated Biometrics Identification System (IDENT). If you provide your Social Security Number (SSN), DHS may provide your name and SSN to the Social Security Administration (SSA) to compare that information against SSA's records to ensure the validity of your name and SSN.

**Routine Uses:** This information may be shared 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 Transportation Security Threat Assessment System (T-STAS), DHS/TSA 002. For as long as your fingerprint's and associated information/biometrics 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:** Furnishing this information (including your SSN) is voluntary; however, if you do not provide your SSN or any other information requested, DHS may be unable to complete your application for identification media.

I have read and understand the Privacy Act Statement.

\_\_\_\_\_ Printed Name

\_\_\_\_\_ Date

\_\_\_\_\_ Signature

# SOCIAL SECURITY AUTHORIZATION STATEMENT.

“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 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.”

I have read and understand the SS Authorization Statement.                      Date: \_\_\_\_\_                      Date of Birth: \_\_\_\_\_

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Signature

## PARENTAL CONSENT

If under 18 years of age, your parent/guardian must consent to the fingerprint based Criminal History Records Check and the Department of Homeland Security, Transportation Security Administration, Security Threat Assessment.

Parent/Guardian Print Name: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_

## SECTION II – ACCESS INVESTIGATION INFORMATION

(Please Print Legibly)

I \_\_\_\_\_ certify that during the past ten (10) years, I have not been convicted or found not guilty by reason of insanity, **have charges pending, been placed on probation or parole, have paid a fine, or any other disposition not amounting to an acquittal**, in any jurisdiction of a crime involving any of the following crimes:

		INIT
1.	Forgery of certificates, false marking of aircraft, and other aircraft registration violations; 49 U.S.C 46306	
2.	Interference with air navigation; 49 U.S.C. 46308	
3.	Interfering or destruction of air navigation facilities; I.S.C. 21-702	
4.	Improper transportation of a hazardous material; 49 U.S.C. 46312	
5.	Aircraft piracy; 49 U.S.C. 46502	
6.	Aircraft hijacking; I.S.C. 18-7502	
7.	Attempted aircraft hijacking; I.S.C. 18-7502	
8.	Interference with flight crew members or flight attendants; 49 U.S.C. 46504	
9.	Commission of certain crimes aboard aircraft in flight; 49 U.S.C. 46506	
10.	Carrying a weapon or explosive aboard aircraft; 49 U.S.C. 46505	
11.	Carrying weapons aboard an aircraft; I.S.C. 18-7503	
12.	Conveying false information and threats; 49 U.S.C. 46507	
13.	Threats against passengers/aircraft; I.S.C. 18-7504	
14.	Aircraft piracy outside the special aircraft jurisdiction of the United States; 49 U.S.C. 46502(b)	
15.	Lighting violations involving transporting controlled substances; 49 U.S.C. 46315	
16.	Unlawful entry into an aircraft or airport area that serves air carriers or foreign air carriers contrary to established security requirements; 49 U.S.C. 46314	
17.	Destruction of an aircraft or aircraft facility; 18 U.S.C. 32	
18.	Murder	
19.	Assault with intent to murder	
20.	Espionage	
21.	Sedition (incitement of rebellion against authority)	
22.	Kidnapping or hostage taking	
23.	Treason	
24.	Rape or aggravated sexual abuse	
25.	Any felony sexual offense defined in I.S.C. Title 18 Chapter 61	
26.	Unlawful possession, use, sale, distribution, or manufacture of an explosive or weapon	
27.	Extortion	
28.	Armed or felony unarmed robbery	
29.	Distribution of, or intent to distribute, a controlled substance	
30.	Felony arson	
31.	Felony involving a threat	
32.	Felony involving willful destruction of property	
33.	Felony involving importation or manufacture of a controlled substance	
34.	Felony involving burglary	
35.	Felony involving theft	
36.	Felony involving dishonesty, fraud or misrepresentation	
37.	Felony involving possession or distribution of stolen property	
38.	Felony involving aggravated assault	





## SECTION III – BOISE AIR TERMINAL SECURITY PERMIT

		INIT										
1.	I understand that with this application, I will be subject to a criminal history records check (via fingerprinting) and any convictions during the previous ten (10) year period of the crimes listed in Section II of this application will disqualify the applicant from obtaining a SIDA identification ID.											
2.	I understand that at the time this application is submitted, I must present two (2) forms of personal identification, in accordance with the “list of acceptable documents” provided with this application.											
3.	I understand that falsification of any portion of this application is a violation of 49 CFR 1542.											
4.	SELF DISCLOSURE: I understand that in accordance with 49 CFR 1542, if at any time during which I am authorized unescorted access to the security identification display area, I am arrested for or convicted of any of the crimes listed in Section II of this application, I will, within 24 hours, report the conviction and surrender the SIDA identification ID to Airport Operations.											
5.	The SIDA Badge is issued <b>for my individual use only</b> and I will not, under <b>any</b> conditions, allow another person to use my badge.											
6.	Badges allowing access to the secured areas surrounding the terminal and air cargo buildings <b>must be worn on an outer garment, above the waist, and visible at all times</b> while within those areas.											
7.	<b>This badge will not be attached with any other form of identification, i.e., airline identification, parking access cards, etc.</b>											
8.	<b>All badges remain the property of the Boise Air Terminal</b> and must be returned to Airport Operations upon demand of Airport Operations or upon my resignation, termination or at any other time access is no longer required.											
9.	<p>If my badge is lost or stolen, I will immediately notify Airport Operations and apply for a replacement. Replacement Fee for a lost SIDA Badge is as follows:</p> <p style="margin-left: 40px;">1<sup>st</sup> lost card: \$25.00 – Required to retake the computer based training.</p> <p style="margin-left: 40px;">2<sup>nd</sup> lost card: \$50.00 – Required to retake the computer based training accompanied by the employee’s supervisor.</p> <p style="margin-left: 40px;">3<sup>rd</sup> lost card: \$75.00 – Required to retake the computer based training, accompanied by the employee’s supervisor.</p> <p>NOTE: Monies are payable <u>prior</u> to issuance of a new card.</p>											
10.	<b>Any changes made to the initial issuance of the SIDA badge will result in a Badge Change Fee of \$25. This will include badges that have escort privileges added, driver’s license added, etc. In other words, anything changed, that is within control of the badge holder/employer, will be assessed the fee.</b>											
11.	Any violation of the Airport Rules and Regulations or the Airport Security Program may result in suspension, revocation and/or denial of a SIDA badge.											
12.	<table border="1" style="margin: auto; border-collapse: collapse;"> <tr> <td style="padding: 5px;"><b>Do You Have a Concealed Weapons Permit?</b></td> <td style="padding: 5px; text-align: center;"><b>YES</b></td> <td style="padding: 5px; width: 40px;"></td> <td style="padding: 5px; text-align: center;"><b>NO</b></td> <td style="padding: 5px; width: 40px;"></td> </tr> <tr> <td style="height: 20px;"></td> <td style="text-align: center;"></td> <td></td> <td style="text-align: center;"></td> <td></td> </tr> </table>	<b>Do You Have a Concealed Weapons Permit?</b>	<b>YES</b>		<b>NO</b>							
<b>Do You Have a Concealed Weapons Permit?</b>	<b>YES</b>		<b>NO</b>									
13.	I understand that if I have a Concealed Weapons Permit, I am prohibited by 49 CFR 1542, from carrying a concealed weapon in an airport.											

## FOR APPLICANTS GETTING AN AIRPORT DRIVER’S LICENSE

1.	Applicant agrees to comply with the Driver’s License Rules and Regulations in the Boise Airport Drivers Manual. <b>(Hard copy of this manual is available upon written request.)</b>	
2.	Applicant understands that failure to comply with Boise Airport Driver’s License Rules and Regulations may result in fines being imposed by the Federal Aviation Administration in addition to any enforcement action taken under the provisions of the enforcement section of Boise Airport Driver’s Manual.	
3.	My signature above certifies that I agree to the language stated above and have been provided information and training in accordance with FAA Regulation Part 139, Vehicle Ground Safety Control at the Boise Airport.	

## LIST OF ACCEPTABLE DOCUMENTS

LIST A	OR	LIST B	AND	LIST C
1. U.S. Passport (unexpired)		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.		1. Social Security card issued by the Social Security Administration ( <i>other than a card stating it is not valid for employment</i> ).
2. Permanent Resident Card or Alien Registration Receipt Card (Form I-551)		2. 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.		2. Certification of Birth Abroad issued by the Department of State ( <i>Form FS-545 or Form DS-1350</i> )
3. An unexpired foreign passport with a temporary I-551 stamp.		3. School ID card with a photograph		3. Original or certified copy of a birth certificate issued by a State, county, municipal authority, or outlying possession of the United States bearing an official seal.
4. An unexpired Employment Authorization Document that contains a photograph (Form I-766, I-688, I-688A, I-688B)		4. Voter's registration Card		4. Native American tribal document
5. An unexpired foreign passport with an unexpired Arrival-Departure Record, Form I-94, bearing the same name as the passport and containing an endorsement of the alien's nonimmigrant status, if that status authorizes the alien to work for the employer.		5. U.S. Military card or draft record		5. U.S. Citizen ID Card ( <i>Form I-197</i> )
6. TSA Credentials plus TSA Exemption Letter		6. Military dependent's ID Card		6. ID Card For use of Resident Citizen in the United States ( <i>Form I-179</i> )
		7. U.S. Coast Guard Merchant Mariner Card		7. Unexpired employment authorization document issued by DHS ( <i>other than those listed under List A</i> )
		8. Native American tribal document		8. TSA Exemption Letter
		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		

**In addition, Non-US citizens must present an Alien Registration Number or the I-94 Arrival/Departure Form Number. US citizens who were born abroad must provide either a US passport number, Certificate of Naturalization Number or a Certification of Birth Abroad (DS-1350).**

## SECTION IV – SIGNATORY

- |           |  |
|-----------|--|
| <b>1.</b> | I certify that the applicant has been advised of the rules governing the issuance, display, and surrender of the SIDA identification ID as outlined in the Master Security Plan for the airport.   |
| <b>2.</b> | I certify that the applicant has been instructed in the operation of Ground Equipment in accordance with the Boise Airport rules and regulations. (If required)  |
| <b>3.</b> | I understand that the company named in this application accepts responsibility to <b>IMMEDIATELY NOTIFY</b> Airport Operations (208-424-5670) when the applicant terminates employment with the company. In accordance with Public Law 110-161, . . . “any employer who employs an employee to whom an airport security badge or other identifier used to obtain access to a secure area of an airport is issued before, on, or after the date of enactment of this paragraph and who does not collect or make reasonable efforts to collect such badges from the employee on the date that the employment . . . is terminated and does not notify the operator of the airport . . . within 24 hours . . . shall be liable to the government for a civil penalty not to exceed \$10,000.” In addition, the airport will assess a \$100 fee for each badge that isn’t returned. |
| <b>4.</b> | <p>I understand that _____ is responsible for any and all violations of</p> <p style="text-align: center;"><small>(COMPANY NAME)</small></p> <p><b>49 CFR 1542 involving the wear and use of SIDA identification ID’s and that</b></p> <p>_____ is liable for any and all fines levied by the TSA for these violations.</p> <p style="text-align: center;"><small>(COMPANY NAME)</small></p>   |
| <b>5.</b> | I certify that, as the Signatory Agent for _____, I have received Signatory Training, within the last 12 months.   |

**SIGNATORY NAME** \_\_\_\_\_ **Position/Title** \_\_\_\_\_

FIRST NAME                      MIDDLE NAME                      LAST NAME

**SIGNATURE:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**(Note 1: The above signature MUST be on the companies Signature Letter which is on file with Airport Badging Office.)**

**(Note 2: This section IS NOT signed by the company Signatory UNTIL he/she reviews the application and ensures that 1) it is legible, 2) complies with all requirements as indicated by the attached instruction sheet, 3) indicates whether or not the individual will be getting an airport driver’s license and if so what type. Airport Badging reserves the right to refuse to process the application if these requirements are not met.)**

**(For Organization Driver's Training Instructors Use Only)**

**I certify that the above named applicant has received additional practical training and can drive safely and responsibly on the BOI Aircraft Operating Area.** \_\_\_\_\_

Signature of Organizational Driver's Trainer

Organization Driver's Trainer Name ( Please Print)

Date Completed \*\*\*

**\*\*\*NOTE:** If the in-house practical training **is not accomplished within ten (10) working days** from the date of issue of the individual's SIDA badge, **it will be turned off and remain off until the required training is accomplished and documented.**