

INSTRUCTION SHEET FOR FILLING OUT THE BOISE AIR TERMINAL SIGNATORY NOT REQUIRING A BADGE 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 Badging Office along with identification which establishes identity and employment eligibility. Two forms of identification are required. See the "List of Acceptable Documents" (page 5). Each identification must be from a different list, one of which must be a government issued photo ID. **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).**

NOTE: All fee 's, deposits, etc., must be paid to the Airport Accounting office. Contact Airport Accounting for questions regarding fee 's, etc. Their office hours are between 8am and 4:30pm, Monday through Friday

FILLING OUT THE APPLICATION – PAGE 1

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

SKIP DOWN TO SECTION I.

Page i

SECTION I - EMPLOYEE DATA

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

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

ADDRESS: Print full street address to include Apt Number if applicable. **PO Boxes are not acceptable.**

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".

RACE: Enter Cauc., Hisp., African American, Indian, etc.

SEX: Enter Male or Female.

HEIGHT: Enter height in feet and inches.

WEIGHT: Enter weight in pounds.

EYES: Enter your natural eye color.

HAIR: Enter your hair color. (If you don 't have hair, Bald is acceptable)

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

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

HOME PHONE: Include the area code.

WORK PHONE: Include the area code. (This is the company phone number.)

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 born in the United States, otherwise, indicate the country of birth.

SOCIAL SECURITY NO: Self-explanatory.

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)**

Page ii

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 operations.

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 end of section II,

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.

SECTION III - BOISE AIR TERMINAL SECURITY PERMIT

A. Parts 1 - 4: Read, understand and initial each of the four (4) statements.

B. Part 5 & 6: Please be sure to check whether or not you have a Concealed Weapons Permit and the read and initial number 6.

FILLING OUT THE APPLICATION – PAGE 5

PAGE FIVE (5) 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 Airport Badging Office before coming in. Due to Homeland Security constraints, if the appropriate documents establishing Identity and Employment Eligibility are not brought in, Badging Office personnel will not be able to process the application.

BOISE AIR TERMINAL SIGNATORY NOT REQUIRING A BADGE

Revised September 12, 2016

Type of Access Badges you will be authorizing SIDA _____ SAAB _____ GA _____
Vendor _____

Company: _____

FOR OFFICE USE ONLY

	DATE	INIT		SENT	INIT
Accounting Form Received & Reviewed			Security Threat Assessment		Received
Received/ Reviewed Application					
Appropriate Forms of Identification (As per the "List of Acceptable Documents")	NOTIFICATION				
			Name	Date	Init
			DATE		INIT
No Fly List/Selectee List Checked			SIDA/ GA Training/Test		
Fingerprint Requested			Initial Signatory Training		
Fingerprint Received					

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

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

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 12th 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, _____ (FIRST NAME MIDDLE NAME LAST NAME) 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	
39.	Felony involving bribery	

LIST A	OR	LIST B	AND	LIST C
1. U.S. Passport (unexpired or expired)		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. 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		
6. TSA Credentials plus TSA Exemption Letter		9. Driver's license issued by a Canadian government authority		8. TSA Exemption Letter
		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 was born abroad must provide either a US passport number, Certificate of Naturalization Number or a Certification of Birth Abroad (DS-1350).