

AOA INSTRUCTIONS FOR FILLING OUT THE BOISE AIR TERMINAL - APPLICATION FOR AOA NON SIDA AOA ACCESS BADGE

Revised 1 October 2010

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. See the "List of Acceptable Documents" (page 4), one of which must be a government issued photo ID. The airport's policy is to have two forms of 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 in advance to the Airport Accounting office **PRIOR** to coming to the Badging Office. Contact Airport Accounting for questions regarding fees, etc. Office hours are between 8am and 4:30pm, Monday through Friday.

FIRST STEP: Fill out the Billing Information Form

- a. Legibly print your full legal name, i.e., First Name, Middle Name, Last Name.
- b. Legibly print your Company's name (if they are paying for the badge, or leave blank if you are paying for the badge).
- c. If you are paying for the badge, complete the following: If not, skip to the next section.
 1. Name, i.e., First Name, Middle Initial, Last Name
 2. Address. This should be where you get your mail.
 3. City, State, Zip. Self Explanatory
 4. Home Phone Number. Please include the area code.
 5. Cell Phone Number. Please include the area code.
 6. Email address: This will be our primary method to contact you in the event of a problem.
- d. If your Company is paying for the badge, complete the following:
 1. Company Name
 2. Address
 3. City, State, Zip
 4. Company Phone Number
 5. Company Fax Number

This form will be taken **to and left in** the accounting office along with the required fees, prior to going to the badging office.

FILLING OUT THE APPLICATION – PAGE 1

COMPANY: Please print the name of the company through whom you will be accessing the AOA below the "Revised 1 October 2010" date.

SKIP DOWN TO SECTION I.

SECTION 1: APPLICANT 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. **Do Not Use a PO Box Number.**

CITY, ST, ZIP: Self explanatory.

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

SOCIAL SECURITY NO: Self explanatory.

DATE OF BIRTH: Be sure to put the month first followed by the day and year

EMPLOYER: Only print the name of the company IF the company is paying for the badge. Or if you are a member of a flying club, put the name of the Club in this space. Otherwise, leave blank.

AIRCRAFT #: This badge is for the purpose of accessing your aircraft; please annotate the aircraft "N" number. Otherwise, leave blank.

REASON FOR ACCESS: Indicate the reason why you will be using this badge, i.e., flying club airplane access, access to work, etc.

HOME PH: Include the area code.

WORK PH: Include the area code. (If you aren't working for a company on the airport, please indicate your cell phone number if you have one.)

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

GENDER: Enter "Male" or "Female".

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

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

AIRCRAFT LOCATION: Enter the location of your aircraft, otherwise, leave blank.

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 with you.

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

ITEMS 1-7: Read and initial each item.

CERTIFICATION BLOCK:

Print your full legal name, First Name, Middle Name, Last name. If no middle name enter “NMI”. Sign and date it.

FILLING OUT THE APPLICATION – PAGE 4

PAGE FOUR (4) 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 the 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.

FILLING OUT THE APPLICATION – PAGE 5

SIGNATORY - NOTE: ONLY FOR COMMERCIAL COMPANIES PAYING FOR THE ACCESS BADGE

1. Read and understand items 1-3.

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, 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.

NOTE FOR THE EMPLOYER: Make sure you read and comply with the notes at the end of this section.

NOTE: If you have made it to the end of the instruction sheet, you will have completed the application the way it is supposed to have been filled out. Now, one last bit of instruction! This instruction sheet is for you to complete the application. We in the Badging Office DO NOT need to have it returned with the application. Therefore, please detach the instruction sheet and properly dispose of it. This will also indicate to us that you have indeed read and followed these instructions.

BILLING INFORMATION FORM

FIRST NAME

MIDDLE INITIAL

LAST NAME

COMPANY NAME (If Applicable) _____

TYPE OF BADGE (Please Circle One) **SIDA** **STERILE** **GA** **VNDR**

I AM PAYING FOR THIS BADGE, AND MY BILLING INFORMATION IS AS FOLLOWS: (PLEASE PRINT LEGIBLY)

NAME: _____
FIRST MI LAST

ADDRESS: _____
STREET APT

CITY ST ZIP

MY CONTACT INFORMATION:

HOME PHONE: _____ - _____ - _____

CELL PHONE: _____ - _____ - _____

EMAIL: _____

MY COMPANY WILL BE PAYING FOR THIS BADGE AND THEIR BILLING INFORMATION IS AS FOLLOWS: (PLEASE PRINT LEGIBLY)

COMPANY: _____

ADDRESS: _____
STREET STE

CITY ST ZIP

COMPANY PHONE NUMBER: _____ - _____ - _____

COMPANY FAX NUMBER: _____ - _____ - _____



Non SIDA AOA Access Badge

(Revised 1 October 2010)



COMPANY: _____

FOR OFFICIAL USE ONLY

Badge Number	Date Issued	Expiration Date	Training Date	Type Test & No.	Ops Initials

	DATE	INIT		DATE	INIT
Accounting Form Received & Reviewed			Verify the Training date for the Company Signatory Individual. Within 1Yr		
Received/ Reviewed Application			Security Threat Assessment		
Appropriate Forms of Identification (As per the "List of Acceptable Documents")			SENT	RECEIVED	
				DATE	INIT
No Fly List/Selectee List Checked			Notification (Name: _____)		

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

SECTION I - APPLICANT DATA	
NAME: _____ <small>(LAST NAME) (FIRST NAME) (MIDDLE NAME)</small>	HOME: Area Code (_____)
	PHONE: (_____)
ADDRESS: _____ <small>(NUMBER) (STREET) (APT)</small>	WORK: Area Code (_____)
	PHONE: (_____)
CITY: _____ ST: _____ ZIP: _____	
CITIZENSHIP: _____ <small>(COUNTRY)</small>	PLACE OF BIRTH <small>(State or Country)</small> _____
SOCIAL SECURITY NO: _____	GENDER _____
DATE OF BIRTH: _____ <small>(MONTH) (DAY) (YEAR)</small>	DRIVER'S LICENSE STATE _____
EMPLOYER: _____ <small>(IF APPLICABLE)</small>	DRIVER'S LICENSE NUMBER _____
AIRCRAFT# _____	PILOT'S LICENSE NUMBER _____
REASON FOR ACCESS _____	AIRCRAFT LOCATION _____

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 authorizes the collection of this information.

Purpose: Department of Homeland Security (DHS) will use this information to conduct a security threat assessment on airport employees and other personnel or applicants who work in or have unescorted access to the Airport Operations Area (AOA), secured area, sterile area, Security Identification Display Area (SIDA), or any area for which the airport has issued a personnel identification media.

Routine Uses: The information will be used by and disclosed to DHS personnel and contractors or other agents who need the information to assist in activities related to aviation security. Additionally, DHS may share the information with facility operators, law enforcement or other government agencies as necessary to respond to potential or actual threats to transportation security, or pursuant to its published Privacy Act system of records notice.

Disclosure: Furnishing this information is voluntary. However, failure to furnish the requested information may delay or prevent the completion of your security threat assessment, which may prevent your access to the AOA, secured area, sterile area, SIDA, or other area or purpose for which personnel identification media are issued.

I have read and understand the Privacy Act Notice.

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-19)/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

Initials

1. This badge is issued for my **INDIVIDUAL USE ONLY** and I will not under any conditions allow another person to use it. _____
2. **ALL** badges remain the property of the Boise Air Terminal and **MUST BE RETURNED** to the airport upon demand, resignation, termination, or at any time access is no longer required. The airport will assess a \$100 fee for each badge that isn't returned. _____
3. If the badge is lost or stolen, I will immediately notify **the Airport Badging Office**/Airport Operations, and apply for a replacement. A fee of **\$25.00** for the 1st occurrence, **\$50.00** for the 2nd occurrence, and **\$75.00** for the 3rd occurrence will be charged. I will **retake the computer based training** each time I have a lost badge. _____
4. **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.** _____
5. Any violation of the Airport rules and regulations, or the Airport Master Security Plan, may result in suspension, revocation, and/or denial of the Boise Air Terminal Non-SIDA AOA Access Badge. _____
6. **I certify that I will comply with the rules governing the issuance, use, display, and surrender of this Non-SIDA AOA Access Badge.** _____
7. I understand that failure to comply with Boise City Rules and Regulations may result in fines being imposed by the Federal Aviation Administration in addition to any enforcement actions taken by the Boise City Airport. _____
8. **I have been briefed that I can make a written request to obtain a copy of the Boise City Airport's Driver's Manual.** _____

I certify that the answers on this form are true and correct. I understand that answering any of these questions falsely and that making any false oral or written statement or exhibiting any false or misrepresented identification with respect to this application is a crime punishable as a felony. I understand that if I knowingly make a false written statement or exhibit false or misrepresented identification in connection with this application, I could be prosecuted for violations of Title 18, United States Code, Section 1001, or any other applicable federal criminal statute.

Printed FIRST NAME MIDDLE NAME LAST NAME

(APPLICANT'S SIGNATURE)

(DATE)

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).

SIGNATORY

1. I certify that the applicant has been advised of the rules governing the issuance, display, and surrender of the Non SIDA AOA Access Badge identification ID as outlined in the Master Security Plan for the airport.
2. I certify that the applicant has been instructed in the proper usage of the ID media in accordance with the Boise Airport rules and regulations.
3. I understand that the company named in this application accepts responsibility to **IMMEDIATELY NOTIFY** 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.
4. I understand that _____ is responsible for any and all violations of 49 CFR 1542 involving the use of the Non SIDA AOA Access Badge and that _____ is liable for any and all fines levied by the FAA for these violations.
(COMPANY NAME)
(COMPANY NAME)
5. I certify that, as the Signatory Agent for _____, I have received Signatory Training, within the last 12 months.
(COMPANY NAME)

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, and 2) complies with all requirements as indicated by the attached instruction sheet. Airport Badging reserves the right to refuse to process the application if these requirements are not met.)