

**INSTRUCTIONS FOR FILLING OUT  
THE BOISE AIR TERMINAL - APPLICATION FOR  
NON SIDA VEHICLE ACCESS BADGE/GA**

*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 5), 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 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**

## **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. 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., airplane access, access to work, etc..

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

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

**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 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**

**ITEMS 1-12:** Read and initial each item.

**ITEM 13:** Read and Sign

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

### **CERTIFICATION BLOCK:**

Print your full legal name, First Name, Middle Name, Last name. If no middle name enter "NMI".

**SIGNATORY: *THIS BLOCK IS FOR THE SIGNATORY ONLY. AS THE APPLICANT, DO NOT FILL IN THIS BLOCK.***

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.

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

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

2. Sign and date on the appropriate lines.

## **VEHICLE INFORMATION**

**Note: You are authorized up to three vehicle permits.** You will need to supply the following information:

- a. Year
- b. Make
- c. Model
- d. Color
- e. License Plate Number
- f. State that issued the license plate.

Note: Your vehicle permits will expire the same day your badge will expire. Please remember to bring in the permits when renewing your badge.

## **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.

**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 ITS BILLING INFORMATION IS AS FOLLOWS: (PLEASE PRINT LEGIBLY)**

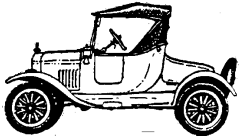
COMPANY: \_\_\_\_\_

ADDRESS: \_\_\_\_\_  
STREET STE

\_\_\_\_\_  
CITY ST ZIP

COMPANY PHONE NUMBER: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

COMPANY FAX NUMBER: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_



Private

# Non SIDA Vehicle Access Badge/GA Vehicle Permit Application

(Revised 1 October 2010)



**PRIVATE**

*FOR OFFICIAL USE ONLY*

Badge Number	Expiration Date	Training Date	Type Test & No.	Ops Initials	Drivers License
					Non - Movement
					Movement
					No License

	DATE	INIT		DATE	INIT
Accounting Form Received & Reviewed			Verify the Training date for the Company Signatory Individual. Within 1Yr		
Received/ Reviewed Application			<b>Security Threat Assessment</b>		
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	
<b>NAME:</b> _____ <small>(LAST NAME) (FIRST NAME) (MIDDLE NAME)</small>	<b>HOME:</b> Area Code (_____)
	<b>PHONE:</b> (_____)
<b>ADDRESS:</b> _____ <small>(NUMBER) (STREET) (APT)</small>	<b>WORK:</b> Area Code (_____)
	<b>PHONE:</b> (_____)
<b>CITY:</b> _____	<b>ST:</b> _____
	<b>ZIP:</b> _____
<b>CITIZENSHIP:</b> _____ <small>(COUNTRY)</small>	<b>PLACE OF BIRTH</b> <small>(State or Country)</small> _____
<b>SOCIAL SECURITY NO:</b> _____ <b>DATE OF BIRTH:</b> _____ <small>(MONTH) (DAY) (YEAR)</small>	<b>GENDER</b> _____
<b>EMPLOYER:</b> _____ <small>(IF APPLICABLE)</small>	<b>DRIVER'S LICENSE STATE</b> _____
<b>AIRCRAFT#</b> _____	<b>DRIVER'S LICENSE NUMBER</b> _____
<b>REASON FOR ACCESS</b> _____	<b>PILOT'S LICENSE NUMBER</b> _____
	<b>AIRCRAFT LOCATION</b> _____

Approved by Homeland Security: \_\_\_\_\_

Date: \_\_\_\_\_

Signature \_\_\_\_\_

Andrew Coose

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 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

		Initials
1.	This badge is issued for my <b><u>INDIVIDUAL USE ONLY</u></b> and I will not under any conditions allow another person to use it.	_____
2.	<b>ALL</b> badges remain the property of the Boise Air Terminal and <b>MUST BE RETURNED</b> 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 Airport Operations, and apply for a replacement. A fee of <b>\$25.00</b> for the 1 <sup>st</sup> occurrence, <b>\$50.00</b> for the 2 <sup>nd</sup> occurrence, and <b>\$75.00</b> for the 3 <sup>rd</sup> occurrence will be charged. I will <b>retake the computer based training</b> each time I have a lost badge.	_____
4.	<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>	_____
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 Vehicle Access Badge.	_____
6.	<b>I WILL REMAIN AT THE GATE UNTIL IT IS FULLY CLOSED.</b>	_____
7.	<b>I certify that I have been advised of the rules governing the issuance, use, display, and surrender of this Non-SIDA Vehicle Access Badge, and I will comply with those rules.</b>	_____
8.	<b>I will display the blue vehicle permit on the dashboard, driver's side, of my vehicle, any time I have my vehicle on Airport property.</b>	_____
9.	I agree to comply with the Driver's License Rules and Regulations in the Boise City Airport Driver's Manual. <b>I can make a written request to obtain a copy of this manual.</b>	_____
10.	I understand that failure to comply with Boise City Airport Driver's License Rules and Regulations may result in fines being imposed by the Federal Aviation Administration in addition to any enforcement actions taken under the provisions of the enforcement section of the Driver's Manual.	_____
11.	My signature below certifies that I agree to the language in paragraphs seven and eight above and have been provided information and training in accordance with FAA Regulation Part 139, Vehicle Ground Safety Control at the Boise Airport.	_____
12.	I understand that as a Private General Aviation Badge holder, I am fully responsible for the badge issued to me and I will be responsible for any and all fees/fines imposed for failure to comply with Boise City's Airport rules and regulations.	_____
13.	I understand and accept responsibility to <b>IMMEDIATELY NOTIFY</b> Airport Operations (208-383-3110) if I lose or no longer require the Airport issued General Aviation Access Badge. I also understand that 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." I understand that this Public Law also applies to me as an individual. In addition, the airport will assess a \$100 fee for each badge that isn't returned. <b>SIGNED:</b> _____	_____



## 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).**