

# INSTRUCTION SHEET FOR FILLING OUT THE BOISE AIR TERMINAL SIGNATORY NOT REQUIRING A BADGE APPLICATION (Revised 15 Jan 2009)

**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. **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 fee's, etc. Their office hours are between 8am and 4:30pm, Monday through Friday. Do **not** come the Badging Office to be fingerprinted without first calling for an appointment.

## **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 the accounting office along with the required fees, prior to going to the badging office.

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

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

**SKIP DOWN TO SECTION 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:** No, not auto, formula one or motorcycle. Enter Cauc., Hisp., African American, Indian, etc.

**SEX:** Don't just say yes. Enter your gender, i.e., Male or Female.

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

**WEIGHT:** Enter weight in pounds. (Rounding down to the nearest 5 lbs is acceptable)

**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 who 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)**

**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, Last Name.  
NOTE: If you don't have a middle name, print “NMI”.
  2. Sign and date the application.

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

#### **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.

**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**

**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: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

# BOISE AIR TERMINAL SIGNATORY NOT REQUIRING A BADGE

*Revised 10 February 2009*

**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")	<b>NOTIFICATION</b>				
			Name	Date	Init
				<b>DATE</b>	<b>INIT</b>
No Fly List/Selectee List Checked			SIDA 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

<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> _____		<b>SOCIAL SECURITY NO.</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

## 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	
39.	Felony involving bribery	



# LIST OF ACCEPTABLE DOCUMENTS

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. 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).**