

SIGNATORY APPLICATION

INSTRUCTION SHEET FOR COMPLETING THE BOISE AIRPORT SIGNATORY APPLICATION (Revised October 2017)

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

The applicant must bring the application to the Airport Credentialing Office located on the third floor of the Boise Airport, along with identification which establishes identity and employment eligibility. Two forms of ID are required. See the "List of Acceptable Documents" (page 7 of the application). 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 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).**

All fees, deposits, etc. must be paid to the Airport Accounting Office, located on the 3rd floor of the airport.

COMPLETING THE APPLICATION – PAGE 1

TYPE OF ACCESS BADGE: Indicate which type of badge(s) you will be signatory authority for.

COMPANY: Name of the company you will be the signatory for

SECTION I - EMPLOYEE DATA

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

NOTE: If you do not have a middle name, print "NMI".

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

CITY, ST, ZIP

CITIZENSHIP: Print your country of citizenship. 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

DATE OF BIRTH: 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.

Enter information for: SOCIAL SECURITY NUMBER, RACE, SEX, HEIGHT, WEIGHT, EYE COLOR, HAIR COLOR, DRIVER 'S LICENSE STATE, DRIVER 'S LICENSE NUMBER:

COMPLETING THE APPLICATION – PAGE 2

Passport Information – US or Foreign National

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 original or certified copied documents when submitting your application.

INFORMATION TO BE COMPLETED 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 these original documents when submitting your application.

COMPLETING THE APPLICATION – PAGE 3

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

COMPLETING THE APPLICATION – PAGE 4

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

PARENTAL CONSENT: This must be completed for any minor, under 18 years of age, by a parent or guardian.

COMPLETING THE APPLICATION – PAGE 5 & PAGE 6

SECTION II - ACCESS INVESTIGATION INFORMATION

****NOTE: This section must only be completed for those who will be Signatory Authority for SIDA and SAAB badges.**

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.

C. On page 6:

1. 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.

COMPLETING THE APPLICATION – PAGE 6

SECTION III - BOISE AIR TERMINAL SECURITY PERMIT

A. Read, understand and initial each of the **six (6)** statements regarding your security permit

COMPLETING THE APPLICATION – PAGE 7

PAGE SEVEN (7) 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. The Boise Airport requires two forms of identification that must be from a different list, one of which must be a government issued photo ID. If you have any question as to what you need to bring, contact the Credentialing Office prior to submitting your application. Due to Homeland Security constraints, if the appropriate documents establishing identity and employment eligibility are not brought in, the Credentialing Office personnel will not be able to process the application.

BOISE AIR TERMINAL SIGNATORY NOT REQUIRING A BADGE

Revised June 12, 2017

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. _____
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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 (Continued) - ACCESS INVESTIGATION

40.	Felony involving illegal possession of a controlled substance punishable by a maximum term of imprisonment of more than one (1) year					
41.	Violence at international airports; 18 U.S.C. 37					
42.	Conspiracy or attempt to commit any of the criminal acts listed in this paragraph					
43.	Disqualifying criminal offenses. An individual has a disqualifying criminal offense if the Individual has been convicted, or found not guilty of 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 of any of the Disqualifying crimes listed in this section in any jurisdiction during the 10 years before the date of the individual's application for unescorted access authority, or while the individual has unescorted access authority					
44.	I do not have a disqualifying criminal offense					
45.	I understand that Federal regulations under 49 CFR 1542 impose a continuing obligation to disclose to the airport operator within 24 hours if I am charged or convicted of any disqualifying criminal offense that occurs while I have unescorted access authority					
<p>“The information I have provided is true, complete correct to the best of my knowledge and belief and is provided in good faith. I understand that a knowing and willful false statement can be punished by fine or imprisonment or both (see Section 1001 of Title 18 of the United States Code).”</p>						
<table style="width: 100%; border: none;"> <tr> <td style="border: none; width: 10%;"><small>Printed</small></td> <td style="border: none; width: 30%;"><small>FIRST NAME</small></td> <td style="border: none; width: 30%;"><small>MIDDLE NAME</small></td> <td style="border: none; width: 30%;"><small>LAST NAME</small></td> </tr> </table>			<small>Printed</small>	<small>FIRST NAME</small>	<small>MIDDLE NAME</small>	<small>LAST NAME</small>
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<table style="width: 100%; border: none;"> <tr> <td style="border: none; width: 60%; text-align: center;"><small>(APPLICANT'S SIGNATURE)</small></td> <td style="border: none; width: 40%; text-align: center;"><small>(DATE)</small></td> </tr> </table>			<small>(APPLICANT'S SIGNATURE)</small>	<small>(DATE)</small>		
<small>(APPLICANT'S SIGNATURE)</small>	<small>(DATE)</small>					
<p>NOTE: This is to advise you that a copy of any criminal history record received from the FBI will be made available to you if requested it in writing.</p>						

SECTION III – BOISE AIR TERMINAL SECURITY

		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 an Airport issued identification medium.									
2.	I understand that at the time this application is submitted, I must present two (2) current 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.	I understand that at any time I need unescorted entry onto the AOA of the airport, I will have to fill out and present to Airport Credentialing a completed application for the area I require access to.									
5.	<table border="1" style="margin: auto; border-collapse: collapse;"> <tr> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> </tr> <tr> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> </tr> </table>									
6.	**I understand that I am prohibited by 49 CFR 1540.111 from carrying a concealed weapon in an airport**.									

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 was born abroad must provide either a US passport number, Certificate of Naturalization Number or a Certification of Birth Abroad (DS-1350).