

GENERAL AVIATION APPLICATION

INSTRUCTION SHEET FOR COMPLETING THE BOISE AIRPORT GA 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. 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 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).**

COMPLETING THE APPLICATION – PAGE 1

COMPANY: Name of the company you will be badged under at the airport.

SECTION I – APPLICANT 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".

ALIASES/NICKNAME: Print all aliases or nicknames, if none enter "NONE".

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.

DATE OF BIRTH: Month first followed by the day and year. (Example: 5/2/76 or May 2 1976)

EMPLOYER: Company that you will be badged under, which is the same company that will sign the signatory page.

AIRCRAFT #: If this badge is for the purpose of accessing your aircraft, annotate the aircraft N number.

REASON FOR ACCESS: Indicate the reason you will be using your badge, i.e. aircraft access, access to work, etc.

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.)

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, GENDER, DRIVER 'S LICENSE STATE, DRIVER 'S LICENSE NUMBER, AIRCRAFT LOCATION (if applicable)

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 I – BOISE AIR TERMINAL SECURITY PERMIT

B. Read and initial each of the 9 statements, and sign at the bottom of statement number 9.

SECTION II – APPLICATIONS REQUIRING AN AIRPORT DRIVER'S LICENSE

- A. Read and initial statements 1, 2, 3 & 4
- B. A copy of your current state driver's license is required to be in your file if you are driving on airport property. Make sure that if you are getting an airport driver's license, you bring your state issued driver's license with you.

SECTION III – ACKNOWLEDGEMENT OF TRUE AND CORRECT INFORMATION

- A. Read statement and legibly print first, middle and last name
- B. Sign and date

COMPLETING THE APPLICATION – PAGE 7

PAGE 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.

COMPLETING THE APPLICATION – PAGE 8

SECTION IV - SIGNATORY

NOTE: This section is to be filled out by the applicant's employer.

The authorized signatory for the applicant's company must complete and sign this section. The authorize signatory will read and understand items 1-5. Legibly print the company name in required spaces, and complete with signatory 's full name, title, signature and date.

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.

COMPLETING THE APPLICATION – PAGE 8

VEHICLE INFORMATION

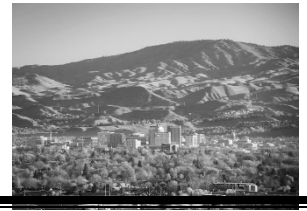
If you require a parking permit as you will be accessing the airfield via a drive gate, you must provide the following information for your vehicle:

- A. Year
- B. Make
- C. Model
- D. Color
- E. License Plate Number
- F. State that issued the license plate

Note: Your vehicle permit will expire the same month your badge will expire.



GENERAL AVIATION ACCESS APPLICATION



COMPANY: _____	DRIVERS LICENSE		
	No L	NM	M

FOR OFFICIAL USE ONLY

	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: _____)		

SECTION I - APPLICANT DATA	
NAME: _____ <small>(LAST NAME) (FIRST NAME) (MIDDLE NAME)</small>	HOME: Area Code (_____)
ALIAS: _____	PHONE: (_____)
ADDRESS: _____ <small>(NUMBER) (STREET) (APT)</small>	WORK: Area Code (_____)
CITY: _____ ST: _____ ZIP: _____	PHONE: (_____)
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, 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 Department of Homeland Security, Transportation Security Administration, Security Threat Assessment.

Parent/Guardian Print Name: _____ Date: _____

Parent/Guardian Signature: _____

SECTION I – BOISE AIR TERMINAL SECURITY PERMIT		Initials
1.	This badge is issued for my <u>INDIVIDUAL USE ONLY</u> and I will not under any conditions allow another person to use it.	_____
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.	ALL badges remain the property of the Boise Airport 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.	_____
4.	If the badge is lost or stolen, I will immediately notify Airport Operations, and apply for a replacement. A fee of \$25.00 for the 1 st occurrence, \$50.00 for the 2 nd occurrence, and \$75.00 for the 3 rd occurrence will be charged. I will retake the computer based training each time I have a lost badge.	_____
5.	Any changes made to an airport access media badge will result in a Badge Change Fee of \$25. This will include badges that have driver’s license added, name changes etc. In other words, anything that is within control of the badge holder will be assessed the fee.	_____
6.	Any violation of the Airport rules and regulations, or the Airport Security Program, may result in suspension, revocation, and/or denial of the Boise Air Terminal Non-SIDA Vehicle Access Badge.	_____
7.	I WILL REMAIN AT AN ENTRANCE/EXIT GATE UNTIL IT IS FULLY CLOSED.	_____
8.	I certify that I have been advised of the rules governing the issuance, use, display, and surrender of this Non-SIDA General Aviation Access Badge, and I will comply with those rules.	_____
9.	I understand and accept responsibility to IMMEDIATELY NOTIFY Airport Operations (208-972-8420) 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. SIGNED:	_____

SECTION II - FOR APPLICANTS GETTING AN AIRPORT DRIVER'S LICENSE

1.	Applicant agrees to comply with the Driver ' s License Rules and Regulations in the Boise Airport Drivers Manual. (Hard copy of this manual is available upon written request.)	
2.	Applicant understands that failure to comply with Boise Airport Driver ' s License Rules and Regulations may result in fines being imposed by the Federal Aviation Administration in addition to any enforcement action taken under the provisions of the enforcement section of Boise Airport Driver ' s Manual.	
3.	Applicant agrees to display the vehicle permit hang-tag from the rear view mirror of their vehicle, any time the vehicle is on Airport property.	
4.	My signature above certifies that I agree to the language stated above and have been provided information and training in accordance with FAA Regulation Part 139, Vehicle Ground Safety Control at the Boise Airport.	

SECTION III – ACKNOWLEDGEMENT OF TRUE AND CORRECT INFORMATION

“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).”

Printed	FIRST NAME	MIDDLE NAME	LAST NAME
<hr/>			<hr/>
Applicant 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 Vehicle Access Badge/GA Vehicle Permit identification ID as outlined in the Airport Security Program for the airport. |
| 2. | I certify that the applicant has been instructed in proper vehicle operation 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 (208-972-8420) 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
<div style="text-align: center; font-size: small;">(COMPANY NAME)</div> 49 CFR 1542 involving the use of Non SIDA Vehicle Access Badge/GA Vehicle Permit and that
_____ is liable for any and all fines levied by the TSA for these violations.
<div style="text-align: center; font-size: small;">(COMPANY NAME)</div> |
| 5. | I certify that, as the Signatory Agent for _____, I have received Signatory Training, within the last 12 months.
<div style="text-align: center; font-size: small;">(COMPANY NAME)</div> |

SIGNATORY NAME _____

Position/Title _____

FIRST NAMEMIDDLE NAMELAST NAME

SIGNATURE: _____ **Date:** _____

(Note 1: The above signature MUST be on the companies Signature Letter which is on file with Airport Credentialing 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, 2) complies with all requirements as indicated by the attached instruction sheet, 3) indicates whether or not the individual will be getting an airport driver’s license and if so what type. Airport Credentialing reserves the right to refuse to process the application if these requirements are not met.)

VEHICLE INFORMATION

VEHICLE INFORMATION							<i>For Office Use Only</i>		
	Year	Make	Model	Color	License Number	State		Permit Number	Expiration
1							1		
2							2		
3							3		