

# Allegheny County Airport Authority – Pittsburgh International Airport AIRPORT ID BADGE APPLICATION

**THIS PAGE MUST BE COMPLETED BY DESIGNATED AIRPORT SECURITY LIAISON.**

Employer or Agency: \_\_\_\_\_ Employee Name: \_\_\_\_\_

For all Vendors or Contractors, list Airport Sponsor: \_\_\_\_\_

**Please check the appropriate box for the type of badge requested:**

Applicant Employed By	Purpose/Access	Description	Check Box for Badge Requested	Check if Escort Privileges Required
Tenant Contractor Federal Gov't	Green – Access to SIDA, Air Operations Area (AOA), Public, Sterile and Secured areas. <b>DRIVING PRIVILEGES in AOA MOVEMENT AREAS</b>	Authorizes the employee to work in SIDA and Sterile areas and <b>drive</b> within the AOA movement areas including the runways, taxiways, terminal ramps, hangar, and cargo areas.	<input type="checkbox"/>	
Tenant Contractor Federal Gov't Cargo LEO	Red – Access to SIDA, AOA, Public, Sterile and Secured areas. <b>DRIVING PRIVILEGES in the NON-MOVEMENT AREAS</b>	Authorizes the Employee to work in SIDA and Sterile areas and <b>drive</b> within the <b>terminal ramp/non-movement areas ONLY</b> .	<input type="checkbox"/>	
Tenant Contractor Federal Gov't	Gold – Access to SIDA, AOA, Public, Sterile and Secured areas. <b>NO DRIVING PRIVILEGES</b>	Authorizes the Employee to work in SIDA and Sterile areas but bearer has no driving privileges.	<input type="checkbox"/>	
Cargo	Blue – Access to SIDA, AOA, and Public areas. <b>DRIVING PRIVILEGES in CARGO AREA ONLY</b>	Authorizes the CARGO Employee to <b>work / drive only on the airport cargo ramp area</b> as required by the bearer's duties. This pass <b>does not</b> authorize access on runways, taxiways or main terminal ramps.	<input type="checkbox"/>	
Airport Related Employee/ Vendor	White – Access to Public and Sterile areas. <b>NO DRIVING PRIVILEGES</b>	Authorizes the individual <b>access only to public areas</b> of the airport and <b>permits the bearer to remain in public portions of the sterile area</b> . This badge <b>DOES NOT</b> authorize unescorted access to any airport restricted area or the SIDA.	<input type="checkbox"/>	N/A
Federal Gov't or LEO	<b>Please check two boxes.</b> -Under the description section, please initial and date for an applicant who is a federal or LEO sponsored employee. -Also select the appropriate badge type from the options above.	<i>I certify that the <b>federal government/LEO</b> individual listed on this application, as a condition of employment, has been subjected to an employment investigation, which includes a criminal history records check (CHRC). Full provisions of Federal Aviation Regulation 49CFR1500 (as applicable) concerning criminal history checks have been met for this badge applicant.</i> <b>Please initial:</b> _____ <b>Date:</b> ___/___/___	<input type="checkbox"/>	

**Badge to Expire on:** \_\_\_\_\_ (Use applicant's date of birth and current year) \*Contractors use anticipated project completion date for the expiration date.

This certifies that the individual identified on this application needs to conduct work duties within the Security Identification Display Area (SIDA) and/or Sterile Area of the Pittsburgh International Airport as an employee, vendor, contractor, or agent representing this tenant/agency.

Printed name of Security Liaison: \_\_\_\_\_

Signature of Security Liaison: \_\_\_\_\_ Date: \_\_\_\_\_

# Allegheny County Airport Authority - Pittsburgh International Airport

## REMAINDER OF APPLICATION TO BE COMPLETED BY APPLICANT

**PRINT LEGIBLY or TYPE - Illegible or incomplete applications will not be processed.**

### REQUIREMENTS

You must present two forms of identification at the time of fingerprinting **and** upon receiving the ID badge.

Refer to page 3 for list of acceptable documents

*(Federal Employees need only to present their Federal Employment ID Card.)*

**--Non US Citizens must provide Current Passport and Alien Registration Number, OR Current Passport and their I-94 Arrival/Departure Form Number, AND Non-Immigrant VISA.**

**--US Citizens born outside the US must provide: a Current US Passport OR Certificate of Naturalization OR DS1350 Form (Certification of Birth Abroad)**

If you are seeking a badge possessing driving privileges; a current, valid driver's license must be presented at the time of issue and upon each subsequent badge renewal. It is required that you maintain a valid driver's license in order to maintain your driving privileges.

LAST NAME		FIRST NAME		M.I.	MAIDEN AND/OR ALIAS NAMES		SOCIAL SECURITY NUMBER**	
DATE OF BIRTH (MM/DD/YY)			CITY, STATE AND COUNTRY OF BIRTH				COUNTRY OF CITIZENSHIP	
MAILING ADDRESS					CITY		STATE	ZIP CODE
DAYTIME PHONE NUMBER		WORK PHONE NUMBER		DRIVER'S LICENSE STATE AND NUMBER State:                      Number:				
HAIR COLOR	EYE COLOR	HEIGHT (ft/inches)	WEIGHT (pounds)	GENDER <input type="checkbox"/> Male <input type="checkbox"/> Female		RACE/ETHNICITY		
PASSPORT NUMBER/ COUNTRY (if applicable)		ALIEN REGISTRATION NUMBER (if applicable)		I-94 NUMBER (if applicable)  NON - IMMIGRANT VISA NUMBER		DS1350 NUMBER (if applicable)		

\*\* Excludes Federal Employees

### AIRPORT EMPLOYER INFORMATION

DATE OF HIRE (MM/DD/YY)		EMPLOYER/AGENCY NAME	ADDRESS (STREET, CITY, STATE, ZIP)
EMPLOYEE'S POSITION (TITLE)		SUPERVISOR'S NAME	TELEPHONE NUMBER

# Allegheny County Airport Authority-Pittsburgh International Airport

## LIST OF ACCEPTABLE DOCUMENTS

Please circle the forms of documentation you are using. You are required to have **TWO** forms of identification. One ID must bear applicant's photograph. Your selections must be from two separate lists. *All documents must be unexpired.*

### List A

### List B

### List C

#### Documents that Establish Both Identity and Employment Authorization

1. U.S. Passport or U.S. Passport Card

2. Permanent Resident Card or Alien Registration Receipt Card (Form I-551)

3. Foreign passport that contains a temporary I-551 stamp or temporary I-551 printed notation on a machine-readable immigrant visa

4. Employment Authorization Document that contains a photograph (Form I-766)

5. In the case of a nonimmigrant alien authorized to work for a specific employer incident to status, a foreign passport with Form I-94 or Form I-94A bearing the same name as the passport and containing an endorsement of the alien's nonimmigrant status, as long as the period of endorsement has not yet expired and the proposed employment is not in conflict with any restrictions or limitations identified on the form

6. Passport from the Federated States of Micronesia (FSM) or the Republic of the Marshall Islands (RMI) with Form I-94 or Form I-94A indicating nonimmigrant admission under the Compact of Free Association Between the United States and the FSM or RMI

#### Documents that Establish Identity

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

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

3. School ID card with a photograph

4. Voter's registration card

5. U.S. Military card or draft record

6. Military dependent's ID card

7. U.S. Coast Guard Merchant Mariner Card

8. Native American tribal document

9. Driver's license issued by a Canadian government authority

**For persons under age 18 who are unable to present a document listed above:**

10. School record or report card

11. Clinic, doctor, or hospital record

12. Day-care or nursery school record

#### Documents that Establish Employment Authorization

1. Social Security Account Number card other than one that specifies on the face that the issuance of the card does not authorize employment in the United States

2. Certification of Birth Abroad issued by the Department of State (Form FS-545)

3. Certification of Report of Birth issued by the Department of State (Form DS-1350)

4. Original or certified copy of birth certificate issued by a State, county, municipal authority, or territory of the United States bearing an official seal

5. Native American tribal document

6. U.S. Citizen ID Card (Form I-197)

7. Identification Card for Use of Resident Citizen in the United States (Form I-179)

8. Employment authorization document issued by the Department of Homeland Security

(Source: USCIS Form I-9 revised 2-2-09)

ACAA Use only:

List(s):

Type(s):

Verified By:

# Allegheny County Airport Authority-Pittsburgh International Airport

## DISQUALIFYING CRIMES APPLICANT CERTIFICATION

*\*Please note that different jurisdictions may have different names for the same crime:*

**Please circle each answer individually.**

YES	NO	1. Have you ever gone by an alias or nickname in addition to the name listed earlier on this form? If so what?
		2. Within the past 10 year period, have you ever been convicted or found not guilty by reason of insanity in any jurisdiction of any of the following crimes: <b>NOTE: We will NOT Fingerprint anyone who has circled YES to any of the Crimes listed below.</b>
YES	NO	Forgery of certificates, false marking of aircraft, and other aircraft registration violations?
YES	NO	Interference with air navigation?
YES	NO	Improper transportation of a hazardous material?
YES	NO	Aircraft piracy?
YES	NO	Interference with flight crew members or flight attendants?
YES	NO	Commission of certain crimes aboard aircraft in flight?
YES	NO	Carrying a weapon or explosive aboard an aircraft?
YES	NO	Conveying false information and threats?
YES	NO	Aircraft piracy outside the special aircraft jurisdiction of the United States?
YES	NO	Lighting violations involving transporting controlled substances?
YES	NO	Unlawful entry into an aircraft or airport area that serves air carriers or foreign air carriers contrary to established security requirements?
YES	NO	Destruction of an aircraft or aircraft facility?
YES	NO	Murder?
YES	NO	Assault with intent to murder?
YES	NO	Espionage?
YES	NO	Sedition?
YES	NO	Kidnapping or hostage taking?
YES	NO	Treason?
YES	NO	Rape or aggravated sexual abuse?
YES	NO	Unlawful possession, use, sale, distribution, or manufacture of an explosive or weapon?
YES	NO	Extortion?
YES	NO	Armed or felony unarmed robbery?
YES	NO	Distribution of or intent to distribute a controlled substance?
YES	NO	Felony arson?
YES	NO	Felony involving a threat?
YES	NO	Felony involving willful destruction of property?
YES	NO	Felony involving importation or manufacture of a controlled substance?
YES	NO	Felony involving burglary?
YES	NO	Felony involving theft?
YES	NO	Felony involving dishonesty, fraud, or misrepresentation?
YES	NO	Felony involving possession or distribution of stolen property?
YES	NO	Felony involving aggravated assault?
YES	NO	Felony involving bribery?
YES	NO	Felony involving illegal possession of a controlled substance punishable by a maximum term of imprisonment of more than one year or any other crime classified as a felony that the Administrator determines indicates a propensity for placing contraband aboard an aircraft in return for money?
YES	NO	Violence at International Airports?
YES	NO	Conspiracy or attempt to commit any of the aforementioned criminal acts?

**By signing below,** I acknowledge that as an applicant for an airport identification badge I have not been convicted of or plead guilty to any of the previous offenses and will be subject to a FBI criminal history records check. Pursuant to Federal regulations (49 CFR 1542.209): In the event I am convicted of any of the above listed crimes, I am obligated to notify the Allegheny County Airport Authority of such convictions. Within 24 hours I must return all ID badges, keys or other access media assigned to me to the Airport ID Badge Office. The information I have provided on this application is true, complete, and correct to the best of my knowledge and belief and is provided in good faith. I understand that a knowing and willful false statement on this application can be punished by fine or imprisonment or both. (See section 1001 of Title 18 United States Code).

\_\_\_\_\_  
 APPLICANT'S SIGNATURE  
 Airport ID Badge Application

\_\_\_\_\_  
 (DATE)

# Allegheny County Airport Authority-Pittsburgh International Airport

## APPLICANT'S CERTIFICATION

1. By submitting this application for an Airport ID Badge, I agree to comply at all times with the security rules and policies of the ACAA, including the provisions of Chapter 25 and the Transportation Security Administration (TSA), an agency of the United States, including the provisions of Title 49, CFR, Parts 1540,1542, and 1544.
2. All Airport ID Badges remain the property of ACAA.
3. ACAA reserves the right to revoke authorization for an Airport ID Badge where such action is determined to be in the best interest of airport security. I will immediately return my ID Badge to the Airport ID Badge Office upon notification that my authorization has been revoked.
4. My Airport ID Badge may not be transferred to another individual or used for any purpose by another individual.
5. I will visibly display my Airport ID Badge outside my garments on my upper body whenever I am in the SIDA.
6. I understand that use of the Airport ID Badge constitutes my consent to any search of either my person and/or accessible property when entering a direct access point or while present within a secured area, sterile area, or AOA.
7. In the event of any change in my employee status (i.e. transfer, job title), I will obtain a new Airport ID Badge denoting the change and I must return the original ID Badge to the Airport ID Badge Office.
8. I will not aid nor participate in "piggy-backing" (allowing unauthorized access to secure or restricted areas) where it is prohibited at high security doors as detailed in the SIDA training. Nor will I otherwise breach, disobey or disregard any security directive, plan or program at the airport.
9. If I am granted an Airport ID Badge entitling me to escorting privileges, I assume responsibility for the person or persons being escorted at all times. If I am acting as an escort, I must display my Airport ID Badge while performing escort duties and assume total responsibility for the person(s) I am escorting. I will ensure the person I am escorting has an operational need for admission through an access point. The person I am escorting is required to display an airport issued personnel escort pass at all times. I must be in visual contact and exert control of the escortee at all times. If a breach occurs, I will immediately report the incident to AIRCOMM at 412-472-5700
10. I am aware that personnel escort badges and Sterile Area Passes are not intended for use by full time employees attempting to avoid Airport ID Badge procedures.
11. I will challenge any person who enters a secured/restricted area if the person does not properly display an ID Badge. The challenging procedure is to inform the individual they are in a secured area and must display a valid Airport ID badge. If the person I challenge fails to produce a valid ID Badge, I will immediately notify AIRCOMM at 412-472-5700.
12. I will immediately notify AIRCOMM at 412-472-5700 of any unattended bags and / or suspicious activity.
13. If I am a contractor with an Airport ID badge, my badge is valid only within the construction site to which I am assigned by my employer, within those areas authorized by ACAA, and only until the contract is closed out and/or terminated or suspended.
14. I will immediately notify the Airport ID Badge Office if my Airport ID Badge is lost or stolen. A non-refundable minimum fee of \$50.00 will be assessed for the replacement. The fee will be collected before a replacement Airport ID Badge is issued.
15. A replacement Airport ID Badge may only be issued if I declare in writing that the Airport ID Badge has been lost, stolen, or destroyed.
16. Failure to maintain a valid Drivers License will result in revocation of driving privileges. If my driver's license is suspended, revoked or changes in status, I will immediately inform the Airport ID Badge Office and make any necessary updates to my badge.

**I hereby submit this application for an Airport ID Badge . By my signature, I understand and agree to comply with the terms and conditions provided for in this application and agree to comply with any changes or amendments to the terms and conditions that may be imposed by ACAA. My failure to comply may result in suspension or revocation of my Airport ID badge with possible fines or civil charges levied.**

# Allegheny County Airport Authority-Pittsburgh International Airport

## SOCIAL SECURITY NUMBER VERIFICATION \*

"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."

\_\_\_\_\_  
APPLICANT'S SIGNATURE

\_\_\_\_\_  
DATE OF BIRTH

\_\_\_\_\_  
APPLICANT'S SSN AND FULL NAME

## FINGERPRINT APPLICATION FORM \*

The airport operator may request a check of the individual's fingerprint-based criminal record in certain cases to help verify past employment and or gaps of employment.

The identity of the individual must be verified at the time fingerprints are obtained. The individual must present two forms of identification, one of which must bear the individual's photograph.

A \$55.00 fee for processing of the criminal record check is due upon application. Payment must be submitted through cash, credit card, corporate check, cashier's check or money order made payable to "ACAA".

When requested in writing, the airport operator must make available to the individual a copy of any criminal record received from the FBI. The individual can write directly to the security office where the fingerprinting was done. The Airport Security Coordinator (ASC) is the individual's point of contact if he or she has questions about the results of the CHRC. The airport operator must advise the individual that the FBI criminal record discloses information that would disqualify him/her from receiving unescorted access Within 30 days after being advised that the criminal record received from the FBI discloses disqualifying information, the individual must notify the airport operator, in writing, of his/her intent to correct any information believed to be inaccurate. If no notification is received within 30 days, the airport operator may make a final determination.

**By signing this application form, I also permit any and all of my information to be released to the Allegheny County Airport Authority and/or other authorized agency.**

\_\_\_\_\_  
APPLICANT'S SIGNATURE

\_\_\_\_\_  
(DATE)

*\* If you are a Federal Government employee or LEO you do not need to sign.*

## 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 and will forward any fingerprint information to the Federal Bureau of Investigation to conduct a criminal history records check of individuals who are applying for, or who hold, an airport-issued identification media or who are applying to become a Trusted Agent of the airport operator. 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. **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. By my signature below, I acknowledge that I have received a copy of the Privacy Act Notice.

\_\_\_\_\_  
APPLICANT'S SIGNATURE

\_\_\_\_\_  
(DATE)