

ACAA USE ONLY	
Date Notified	Badge #

**ALLEGHENY COUNTY AIRPORT AUTHORITY**  
**Pittsburgh International Airport**

**AIRPORT ID BADGE RENEWAL/REPLACEMENT FORM**

*Badges that have expired more than 30 days prior or are invalid are not permitted to use this form. Employee must complete the badging process in its entirety to reclaim active badge status.*

*Note – There is a non refundable \$50 fee for a lost badge and a non refundable \$25 fee assessed for a badge issued past the expiration date. The Airport ID Badge Office will collect the fee(s) before an updated or replacement ID Badge is issued.*

**RENEWAL NEEDED** \_\_\_\_\_

**LOST BADGE** \_\_\_\_\_

**Employee is a US Citizen:** YES \_\_\_\_\_ NO \_\_\_\_\_

**Employees who are Non US Citizens must bring documentation verifying identity and work authorization.**

**This section to be completed by the designated Airport Security Liaison**

As designated security liaison, I am requesting that ACAA renew/replace the badge for:

\_\_\_\_\_ Badge # \_\_\_\_\_  
 Print Name

**The badged individual requires airfield-driving privileges.** \_\_\_\_\_ YES \_\_\_\_\_ NO

If yes, please check one: **Movement Area** \_\_\_\_\_ **Non-Movement Area** \_\_\_\_\_  
*Note: Additional training is required prior to the issuance of a badge that authorizes driving within the AOA. Ind. must present a current valid Drivers License.*

**The badged individual requires escort privileges.** \_\_\_\_\_ YES \_\_\_\_\_ NO

Individual's Company \_\_\_\_\_ Badge expiration date \_\_\_\_\_

Security Liaison Signature \_\_\_\_\_ Date \_\_\_\_\_

Security Liaison Printed Name \_\_\_\_\_

I am submitting this form for ID Badge Renewal\_\_\_\_\_or for replacing my LOST ID Badge\_\_\_\_\_

I agree to the following:

1. To comply at all times with the security rules and policies of 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,
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 I will immediately return my ID Badge to the Airport ID Badge Office upon notification that my authorization has been revoked.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.**

\_\_\_\_\_  
(Employee Signature)

\_\_\_\_\_  
Date