



ALLEGHENY COUNTY
AIRPORT AUTHORITY

ACAA USE ONLY			
Approval		Expiration Date	LMS
Ck/M.O.	Amount	Reason	Date

**ALLEGHENY COUNTY AIRPORT AUTHORITY
AGC**

Phone Number: 412-469-6431

Fax#:412-466-2470

AIRPORT ID BADGE RENEWAL/REPLACEMENT FORM

Note – There is a non-refundable \$60 fee for a lost badge (a valid driver’s license is required) and a non-refundable \$20 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 Airport ID Badge is issued.

RENEWAL _____

LOST BADGE _____

This section is to be completed by the designated Airport Security Liaison. Incomplete forms will NOT be accepted.

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

_____ Badge# _____
Print FULL Name

Email Address _____

Company Name _____ Badge expiration date _____

_____ Date
Security Liaison signature

_____ Security Liaison printed name



I hereby submit this application for an Airport ID Badge and agree to the following:

1. By submitting this application for an Airport ID Badge, I agree to comply at all times with the rules, regulations and policies of ACAA, and all applicable local and federal laws.
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 safety or security. I will immediately return my Airport ID Badge to the Airport ID Badge Office upon notification that my authorization has been revoked.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. 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 Airport ID Badge to the Airport ID Badge Office.
6. I will not aid nor participate in "piggy-backing" (allowing unauthorized access to secure or restricted areas) where it is prohibited at gates as detailed in the training. Nor will I otherwise breach, disobey or disregard any security directive, plan or program at the airport.
7. I will immediately notify 911 of any suspicious activity.
8. 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.
9. I will immediately notify the Airport ID Badge Office if my Airport ID Badge is lost or stolen. A non-refundable minimum fee of \$60.00 will be assessed for the replacement. The fee will be collected before a replacement Airport ID Badge is issued.
10. 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.
11. Failure to maintain a valid driver's 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 Airport ID Badge.
12. I will not use the Airport ID Badge issued pursuant to this application for work for any other employer other than the one identified herein.
13. 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