



Gulfport-Biloxi International Airport

SECURITY BADGE APPLICATION PACKET

This packet includes the following documents:

- Instruction Sheet/Checklist
 - Letter of Instruction
- Security Badge Application Form
- Authorized Issuer and GBRAA Use Only Page
- SIDA and Sterile Area Worker Questionnaire
- List of Approved Identification Forms

Please read the instruction sheet/checklist carefully. All of the documents enclosed in this packet must be filled out completely and accurately, payment must be made (unless you are an Airport Tenant), and you must present two acceptable forms of ID **BEFORE** you will be allowed to be fingerprinted.

The Security Training Course for badge applicants is conducted every _____ in the conference room on the third floor of the terminal building. Criminal History Records Check (fingerprint results) must be received prior to attending the Security Training Course.

IMPROPERLY COMPLETED PAPERWORK = NO BADGE

SECURITY BADGE APPLICATION INSTRUCTION SHEET AND CHECKLIST

Please follow these instructions completely. Failure to properly complete the paperwork in this packet will significantly delay your application process.

SECURITY BADGE APPLICATION FORM:

This form is divided into four parts.

PART I: You must fill in all the blanks in Part I (the entire front of the Application Form). This part includes necessary personal information, as well as an inquiry into any past criminal activity. You must sign at the bottom of the page, signifying that you read and understood the information, and that all the information you provided was correct and accurate.

PART II: The "Authorized Issuer" must complete Part II (the upper half on the reverse side of the Application Form). The Authorized Issuer is the person employed by each Airport tenant/user who is responsible for requesting Security Badges for that tenant/user's employees. The Authorized Issuer is also responsible for the accountability of Security Badges issued to that tenant/user. The Authorized Issuer will usually be a Station Manager, Manger of Operations, or the equivalent for each Airport tenant/user. This person must fill out Part II completely.

PART III: Part III is for Airport Authority Use only. **DO NOT** fill in any of the blanks in Part III.

PART IV: Part IV must be completed by the Authorized Issuer. It is in reference to escorting procedures.

YOU MUST BRING THE COMPLETED APPLICATION FORM SIGNED BY YOUR AUTHORIZED ISSUER, THE NECESSARY PAYMENT FOR FEES, ALONG WITH TWO FORMS OF ACCEPTABLE ID TO THE AIRPORT OPERATIONS DEPARTMENT FOR REVIEW PRIOR TO BEING FINGERPRINTED.

ACCESS INVESTIGATION:

YOU WILL BE RESPONSIBLE FOR PASSING A FINGERPRINT-BASED CRIMINAL HISTROY RECORDS CHECK IN ACCORDANCE WITH 49 CFR 1542.209 AND YOU WILL NOT BE ALLOWED TO ATTEND THE SECURITY TRAINING CLASS AND/OR RECEIVE YOUR BADGE UNTIL THE CHECK IS PROCESSED.

CHECKLIST (FOR YOUR PERSONAL USE ONLY)

- Part I of the Badge Application Form complete (Personal information/criminal history check).
- Part II of the Application Form complete (Authorized Issuer info). Bring this form to be fingerprinted.
- Part IV of the Application Form is complete (Escorting Information provided by Authorized Issuer)
- Bring two (2) approved forms of Identification to be fingerprinted. **(SEE PAGE 8)**
There are two options:
 - 1) One form must come from column A and the 2nd form must come from columns A,B,or C (example: a passport and driver's license)
 - OR**
 - 2) One form must come from column B and the 2nd form must come from column C (example: a driver's license and a social security card)

*******One of the two forms of identification must be a picture ID*******



AIRPORT SECURITY BADGE: LETTER OF INSTRUCTION

1. **All Airport Security Badges remain the property of the Gulfport-Biloxi Regional Airport Authority.** The Airport will charge a fee for each Airport Security Badge issued. There will be a \$15.00 renewal fee each time an Airport Security Badge is renewed, replaced, or reprinted for any reason. The \$15.00 fee is not included in the lost or stolen badge fee of \$50.00.
2. Badge Applicants required to be fingerprinted by the TSA or Airport Authority must pay a fee of \$32.00 will be charged for each applicant. A copy of the criminal record received from the FBI will be provided to the individual, if requested by the individual in writing. Badges which are expired over 30 calendar days require reprinting at a cost of \$32.00.
3. The total cost for the initial badge and fingerprinting is **\$55.00**.
4. **The individual to whom a Security Badge is issued is responsible for the proper use and safeguarding of the Badge.** Failure to properly safeguard the use and control of the Security Badge may result in the implementation of disciplinary actions against the Badge holder.
3. **Gulfport-Biloxi International Airport Security Badges are not transferable between employees.**
4. Gulfport-Biloxi International Airport Security Badges must be visibly displayed above the waist on the outermost garment when on the Secured Area, S.I.D.A., or Sterile Area. Security Badges will be produced immediately for display when requested on Non-Secured Areas.
5. Airport users are responsible to ensure a portal is closed and secured upon passage. When walking through a pedestrian portal, a user must physically pull on the portal to ensure the locking mechanism has engaged.
6. Once a user accesses a portal, it is his/her responsibility to ensure the portal is secured. Responsibility for an open portal cannot be delegated to another user.
7. The Airport Operations Office must be notified **immediately** (at the moment) of the loss or theft of a Security Badge. This initial notification must be made verbally, whether by phone or in person. Within three days, a "Lost/Stolen Security Report Form" must be filed with the Operations Office. A \$50.00 fine will be levied for all lost Security Badges. A fine of \$100.00 per Badge will be levied for any employee's second Badge loss. There will be an additional fee of \$15.00 for replacement of the badge which is not included in the \$50.00 fine.
8. In the event of any change in the employment work status (such as transfers or termination), the Badge holder is responsible for **immediately** (within minutes) returning the Security Badge to the "Authorized Issuer", who will then return the Badge to the Airport Operations Department. It is the Authorized Issuer's responsibility to insure that all badges issued to his or her company are accounted for. A \$50.00 fine will be levied for Badges that are not properly returned.
9. The Gulfport-Biloxi Regional Airport Authority reserves the right to revoke the authorization of any Airport User, tenant, agency **or individual** for an Airport Security Badge when such an action is determined to be in the best interest of the Airport Security Program.

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- I HAVE READ AND UNDERSTAND THESE INSTRUCTIONS.**
 - I ACCEPT THE RESPONSIBILITY OF ABIDING BY THE AIRPORT SECURITY PROGRAM AT ALL TIMES.**
 - I AGREE THAT I WILL IMMEDIATELY RETURN MY SECURITY BADGE TO THE "AUTHORIZED ISSUER" WHEN MY WORK ASSIGNMENT AT THE AIRPORT ENDS.**

BADGE APPLICANT SIGNATURE: _____

DATE: _____

GULFPORT-BILOXI INTERNATIONAL AIRPORT:

Part I: To be completed by the employee before Fingerprinting and Security Training is allowed.

NAME _____
(first) (middle) (last)

PLEASE LIST ANY PREVIOUSLY USED NAMES:

ALIAS 1: _____ ALIAS 2: _____
(first) (middle) (last) (first) (middle) (last)

ALIAS 3: _____
(first) (middle) (last)

SOCIAL SECURITY # _____ / _____ / _____ PHONE # _____
(day time)

MAILING ADDRESS _____
(street) (city) (state) (zip code)

DATE OF BIRTH: _____ / _____ / _____ HEIGHT _____ WEIGHT _____
(month) (day) (year)

SEX (M/F) _____ EYE COLOR _____ HAIR COLOR _____

PLACE OF BIRTH _____ COUNTRY OF CITIZENSHIP _____
(state/country)

ALIEN REGISTRATION # _____ NON IMMIGRANT VISA # _____
(if applicable) (if applicable)

I-94 ARRIVAL/DEPARTURE FORM # _____
(if applicable)

(the below information may help speed the application process up for U.S. citizens born abroad)

PASSPORT COUNTRY _____ PASSPORT # _____

CERTIFICATION OF BIRTH ABROAD, FORM DS-1350, 10 DIGIT DOCUMENT # DS _____

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 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.

Signature: _____ Date of Birth: _____

SSN and Full Name: _____

HAVE YOU EVER BEEN CONVICTED, OR FOUND INNOCENT BY REASON OF INSANTIY OF ANY OF THE FOLLOWING CRIMES?

- Forgery of certificates, false marking of aircraft, and other aircraft registration violations (49 USC 46306)
- Interference with air navigation (49 USC 46308) or Aircraft piracy (49 USC 46502)
- Improper transportation of a hazardous material (49 USC 46312)
- Interference with flight crew members of flight attendants (49 USC 46504)
- Commission of certain crimes aboard an aircraft in flight (49 USC 506)
- Carrying a weapon or explosive aboard an aircraft (49 USC 46505)
- Conveying false information or threats (49 USC 46507)
- Aircraft piracy outside the special aircraft jurisdiction of the United States (49 USC 46502(b))
- Lighting violations in connection with transportation of controlled substances (49 USC 46315)
- Unlawful entry into an aircraft or airport area that serves air carriers or foreign air carriers contrary to established security requirements (49 USC 46314)
- Destruction of an aircraft or aircraft facility (49 USC 32)
- Murder or Assault with intention to murder, Kidnapping, or Hostage Taking
- Treason, Espionage, or sedition (illegal anti-government activity)
- Unlawful possession, use, sale, distribution, or manufacture of an explosive or weapon
- Armed robbery, Extortion, Felony, Arson, Rape, or Aggravated Sexual Abuse
- Distribution of, or intent to distribute, a controlled substance (illegal drugs)
- Conspiracy or attempt to commit any of the aforementioned criminal acts
- Forgery of certificates, false marking of aircraft, and other aircraft registration violation, (49 USC 46306)
- Interference with air navigation, (49 USC 46308)
- Improper transportation of a hazardous material, (49 USC 46312)
- Aircraft piracy, (49 USC 46502)
- Interference with flight crewmembers or flight attendants, (49 USC 46504)
- Commission of certain crimes aboard aircraft in flight, (49 USC 46506)
- Carrying a weapon or explosive aboard aircraft, (49 USC 46505)
- Conveying false information and threats, (49 USC 49 46507)
- Aircraft piracy outside the special aircraft jurisdiction of the United States, (49 USC 46502(b))
- Lighting violations involving transporting controlled substances, (49 USC 46315)
- Unlawful entry into an aircraft or airport area that serves air carriers or foreign air carriers contrary to established security requirements, (49 USC 46314)
- Destruction of an aircraft or aircraft facility, (18 USC 32)
- Murder;
- Assault with intent to murder;
- Espionage;
- Sedition;
- Kidnapping or hostage taking;
- Treason;
- Rape or aggravated sexual abuse;
- Unlawful possession use, sale distribution, or manufacture of an explosive or weapon;
- Extortion;
- Armed robbery;
- Distribution of, or intent to distribute, a controlled substance;
- Felony arson; or
- Conspiracy or attempt to commit any of the aforementioned criminal acts.
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Meanwhile, the following are the additional crimes cited under the new law:

- Persons found not guilty (of any listed crimes, old or new) by reason of insanity;
- Unarmed felony;
- Felonies involving: a threat, willful destruction of property, importation or manufacture of a controlled substance, burglary, theft, dishonesty, fraud, or misrepresentation, possession or distribution of stolen property, aggravated assault, bribery, and illegal possession of a controlled substance punishable by more than one year in prison;
- Any other felony the FAA Administrator determines indicates a propensity for placing contraband aboard an aircraft for money.

YES _____ NO _____ IF YES, DATE _____
(Month) (Day) (Year)

IF YES, LIST TYPE: _____

The information I have provided 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 can be punished by fine or imprisonment or both. (See Section 1001 of Title 18 of the United States Code)

I understand that the Airport Security Badge issued to me is the property of the Gulfport-Biloxi Regional Airport Authority and that I must return it upon termination of my employment or the completion of my job at Gulfport-Biloxi International Airport. I understand that I am responsible for this Airport Security Badge, that no one but myself may use it, and that in the event of its loss I will be fined \$50.00 before a replacement will be issued.

Under 49 CFR 1542.209(1), the badge holder will be responsible for disclosing to the Gulfport-Biloxi-Regional Airport Authority Operations Department within 24 hours if he or she is convicted of any disqualifying criminal offense that occurs while he or she has unescorted access authority.

Applicant's Name (Print) _____

Applicant's Signature _____ DATE ____/____/____

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 provided your SSN or any other information requested, DHS may be unable to complete your application for identification media.

Part II: To be completed by the authorized issuer before Security Training will be allowed.

AUTHORIZED ISSUER AND TITLE (print) _____

COMPANY (print) _____

BADGE APPLICANT'S NAME FOR THIS APPLICATION (print) _____

I understand that all Airport Security Badges from terminated employees must be returned to the Gulfport-Biloxi Regional Airport Authority within twenty-four hours of termination, or I will be subject to a \$50.00 fine for the first loss and a \$100.00 fine for losses thereafter. I understand that as the authorized issuer I am responsible for assuring that the ALL badges issued to my organization are returned to the Gulfport-Biloxi Regional Airport Authority promptly once expired or no longer needed. Failure to return the before mentioned ID's will result in disciplinary action taken against the authorized issuer in accordance with the Airport Security Program.

AUTHORIZED ISSUER SIGNATURE: _____ DATE ____/____/____

****IMPORTANT! THE DATE ABOVE MUST BE NO GREATER THAN 30 DAYS PRIOR TO THE DATE THE BADGE APPLICANT SITS FOR SECURITY CLASS. ****

Part III: GBRAA USE ONLY

DATE FINGERPRINT RESULTS WERE RECEIVED: _____

DATE STA WAS RECEIVED: _____

SECURITY TRAINING DATE: _____

BADGE ISSUE DATE: _____

BADGE NUMBER: _____

BADGE COLOR/TYPE: _____

DRIVERS TRAINING _____

ESCORTING AUTHORITY _____

EXPIRATION DATE: _____

CHRC SUBMITTED BY: _____

STA SUBMITTED BY: _____

ISSUANCE AUTHORIZATION: _____

ISSUED BY: _____

Part IV: To be completed by the authorized issuer before Security Training will be allowed.

To be Completed if the Employee has Access to the SIDA or Sterile Area.

- **Employee Name:** _____
- **Position:** _____
- **Does the employer wish the employee to possess escorting Authority?**

- **Job Description:** _____

- **List Work Areas (SIDA, Sterile Area, or Both)** _____
- **Will the employee ever be required to escort non badged persons onto the SIDA and/or Sterile Area while performing his or her job?**

- **What types of persons would be required to be escorted onto the SIDA and/or Sterile Area (mechanics, vendors, new hires, etc...)?**

- **Would the employer experience hardship if the above employee was not granted escort authority? If yes, explain** _____

Authorized Issuer (print) _____ (sign) _____ (date) _____

(GBRAA USE ONLY) Circle One: Escorting Authority: Approved / Denied

List of Acceptable Documents for Identification & Employment Eligibility Verification

One form of ID from column A satisfies the requirement for establishing both employment eligibility and identity.

(example: a passport)

OR

**One form must come from column B and the 2nd form must come from column C
(example: a driver's license and a social security card)**

******One of the two forms of identification must be a picture ID******

List A	OR	List B	AND	List C
<p style="text-align: center;">Documents that Establish Both Identity and Employment Eligibility</p> <ol style="list-style-type: none"> 1. U.S. Passport (unexpired or expired) 2. Certificate of U.S. Citizenship (USCIS Form N-560 or N-561) 3. Certificate of Naturalization (USCIS Form N-550 or N-570) 4. Unexpired foreign passport, with I-551 stamp or attached Form I-94 indicating unexpired employment authorization 5. Permanent Resident Card or Alien Registration Receipt Card with photograph (USCIS Form I-151 or I-551) 6. Unexpired Temporary Resident Card (USCIS Form I-688) 7. Unexpired Employment Authorization Card (USCIS Form I-688A) 8. Unexpired Reentry Permit (USCIS Form I-327) 9. Unexpired Refugee Travel Document (USCIS Form I-571) 10. Unexpired Employment Authorization Document issued by USCIS that contains a photograph 		<p style="text-align: center;">Documents that Establish Identity</p> <ol style="list-style-type: none"> 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 agency or entity 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 <p style="text-align: center;">For persons under the age of 18 who are unable to present a document listed above</p> <ol style="list-style-type: none"> 1. School record or report card 2. Clinic, doctor, or hospital record 3. Day-care or nursery school record 		<p style="text-align: center;">Documents that Establish Employment Eligibility</p> <ol style="list-style-type: none"> 1. Social Security card issued by the Social Security Administration (other than a card stating it is not valid for employment) 2. Certification of Birth Abroad Issued by the Department of State (Form FS-545 or Form DS-1350) 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. Native American tribal document 5. U.S. Citizen ID Card (USCIS Form I-197) 6. ID Card for use of Resident Citizen in the United States (USCIS Form I-179) 7. Unexpired employment authorization document issued by USCIS (other than those listed under List A)