

The purpose of this letter is to educate new Airport users on the Airport Security Badging procedures for new companies/tenants at Gulfport-Biloxi International Airport.

INITIAL CONTACT AND INTRODUCTION:

Upon learning you will be working at the Gulfport-Biloxi International Airport, your first responsibility will be to contact the Airport Operations Department at (228)863-1908. The main purpose of this conversation is for Airport Operations to establish the whereabouts your company will be working, areas needing access, and number of employees needing badges.

In order for your employees to receive Airport Security Badges, you must first create and submit an Authorized Issuer Letter (attachment A) on your company's letterhead. The Authorized Issuer is the liaison between your company and Airport Operations whom grants others with your company the ability to work at the Airport and ultimately is the person who is in charge of and responsible for all Airport Security Badged workers. This person must be issued an Airport Security Badge. Without this letter, no one from your company will be issued an Airport Security Badge. Additionally, all authorized issuers must review and sign the Authorized Issuer Letter of Instruction, (attachment B).

BEGINNING THE APPLICATION PROCESS:

After Airport Operations has received the original copy of the Authorized Issuer Letter with original signatures, your employees may start filling out Security Badge Application Packets, which can be found under security at www.flygpt.com or can be picked up from the Airport Operations Office.

When submitting the completed Security Badge Application Packets, employees must have:

- The packet must be completed in full and signed by the Authorized Issuer.
 - Incomplete packets will not be accepted.
 - The packet must be dated within 30 days of the current date.
 - The date of the Authorized Issuer's signature must be the same day or a later date than the date the packet was completed by the applicant.
- Present Two (2) original forms of ID
 - See Page 8 of the Security Badge Application Packet for details.
- Payment
 - \$20.00 for initial badge issuance
 - \$32 for fingerprinting – criminal history records check.
 - \$3.00 for a Security Threat Assessment, STA
 - Payable by cash or check (made payable to G.B.R.A.A.)
 - Contact Airport Operations with questions regarding the cost of fingerprinting

FINGERPRINTING & CRIMINAL HISTORY RECORDS CHECK (CHRC):

If you have an employee who currently holds an unexpired airport security badge at another airport, you may contact that airport and ask their badging department to forward Gulfport-Biloxi International Airport that employee's criminal history records check (CHRC) along with a letter from that airport (CHRC & Draft Letter [attachment B]). This eliminates the need for employees who fall in this category to be fingerprinted here at Gulfport-Biloxi International Airport.

If the employee does not currently hold an unexpired airport security badge at another airport, then he/she must be fingerprinted at Gulfport-Biloxi International Airport once they submit their Security Badge Application Packet, two forms of ID, and payment. Fingerprinting takes place at Gulfport-Biloxi International Airport by Airport Division Police Officers. Fingerprint results usually take 48-72 hours but may take longer.

SECURITY THREAT ASSESSMENT (STA):

The Transportation Security Administration (TSA) is now requiring that prior to the issuance of an Airport Security Badge the badge applicant must undergo a Security Threat Assessment (STA). The required information for the STA check is gathered by the Airport Authority and submitted to the TSA. The STA results are usually returned to the Airport Authority after 72 hours but may take up to 2 weeks. A \$3.00 fee is assessed for the cost of the STA investigation and is incorporated in the cost for badging, where applicable.

AIRPORT SECURITY BADGE CLASS:

Once the results of the CHRC and the STA are reviewed and approved by Airport Operations, that employee may sit through our Airport Security Class and receive an Airport Security Badge upon successful completion. Airport Operations will contact the Authorized Issuer once both of the results are received. If a criminal record is shown, Airport Operations may request further information from the applicant such as court documents to help determine the applicant's eligibility to receive an Airport Security Badge.

No one will be allowed to attend the Airport Security Class unless all above items have been accomplished.

Badge Class is held on Tuesdays at 10:00 am and Thursdays at 2:00 pm

EXPIRED PAPERWORK AND CHRC:

Paperwork, Criminal History Records Checks, copies of IDs, and related paperwork submitted to the Airport Operations Department will be destroyed 30 days after the receipt of CHRC and STA results if the applicant fails to attend the Airport Security Class. We may grant a 60 calendar day window extension if the applicant is in the process of resolving STA issues, however once the issue is resolved the applicant must be issued the badge within 10 business days, or undergo a new CHRC check.

DRIVING PRIVILEGES:

Companies/tenants requiring driving privileges at Gulfport-Biloxi International Airport within the Airport's perimeter fence are required to read a driving study guide prior to attending the Airport Security Class. A copy of the study guide can be found on the Airport's website at the same location of the Airport Security Badge Application Packet. Failure to read the packet prior to class will result in the need to print two (2) Airport Security Badges, one at the completion of the security class, and the second print when the driving endorsement is issued. Subsequent Airport Security Badge prints after the initial Airport Security Badge issuance are at a cost of \$12.00.

BADGE RENEWAL PROCESS:

Airport Security Badges are valid for one year to the end of the calendar month from the date issued. Badge holders must attend recurrent Airport Security Badge training once a year in order to renew an Airport Security Badge. Badge Holders who allow their Airport Security Badges to expire over thirty (30) days must again go through the entire initial badge issuing process which includes all associated fees in order to renew the badge. Badge holders are encouraged to renew their Airport Security Badges in the month of their expiration date. The badge holder must complete the badge renewal form as well as provide the required identification. Cost of renewal is \$15.00.

******There are no exceptions to any of the items detailed in this process. Failure follow the guidelines may result in a delay in receiving Airport access.***