

AIRPORT BADGING & SECURITY OFFICE USE ONLY

LAST NAME	ACCESS CARD NUMBER	BADGE RETURN DATE	APPLICATION DESTROY DATE
FIRST NAME	PIN CODE NUMBER	APPLICATION STATUS	AIRPORT TSC ID NUMBER



LAWTON METROPOLITAN AREA AIRPORT AUTHORITY/LAWTON FORT SILL REGIONAL AIRPORT ID BADGE APPLICATION

AIRPORT IDENTIFICATION BADGE APPLICATION GUIDELINES & INSTRUCTIONS

Lawton Fort Sill Regional Airport Identification (ID) Badge is issued for authorized personnel for access to Secure Areas, Security Identification Display Area (SIDA), Air Operations Areas (AOA), Sterile Areas, and General Aviation areas of Lawton Fort Sill Regional Airport. Airport ID Badge will only be issued upon successful completion of all Transportation Security Administration (TSA) and Airport required security checks. All Airport ID Badge are the property of the Lawton Metropolitan Area Airport Authority and must be returned immediately upon request by the LMAAA and/or termination of employment, or when access is no longer required.

GENERAL INSTRUCTIONS

1. TYPE or PRINT all information in Black or Blue Ink only.
2. An Airport ID Badge Application is required for all new, renewal, or re-issued ID Badge.
3. The application must be presented in person, to the Airport Badging Office within 30 days from date of the authorizing signature.
If the 30-day period is exceeded, the application will be rejected and a new ID Badge application will be required.
4. Government issued document(s) are required for all new and re-issued ID Badge. **Two forms of identification** are required as listed in Form I-9 on page 7 of this application. A valid state-issued, unexpired driver's license is required for driving privileges.
5. New photos will be taken of each applicant requesting a renewal/lost/stolen of their ID Badge.
6. Reissued Identification Badge – Previous ID badge must be returned prior to the issuance of a new ID badge.
7. Lost or Stolen ID Badge – Notify the Airport Security Coordinator at (580) 585-7545.
8. The sponsor company/applicant is responsible for all fees prior to the processing of the ID Badge application (see fee schedule below.)
9. Fingerprint appointments must be scheduled by the Authorized Signatory only.
10. Upon an approved application, the Airport will contact either the badge sponsor or the applicant to arrange an appointment for the applicant to undergo the required training and testing. Only after testing is complete with a passing grade of 80% or above will the Security Office issue a badge.

FEDERAL REGULATIONS

In accordance with 49 CFR Part 1542, the Lawton Metropolitan Area Airport Authority will collect and process electronic-based fingerprints for all persons requesting unescorted access to the Secured, SIDA, and Sterile areas of Lawton Fort Sill Regional Airport for the purpose of obtaining a Criminal History Records Check (CHRC).

I understand that Federal regulations under 49 CFR 1542.209 (l) impose a continuing obligation to disclose to the airport operator within 24 hours if he or she is convicted of any disqualifying criminal offense that occurs while he or she has unescorted access authority. Failure to disclose will result in badge revocation and criminal charges may be filed by U.S. Attorney.

ESCORT & DRIVING ENDORSEMENTS

The company/sponsoring agency must authorize the approval of Secured/SIDA/Sterile/GA ID Badge escort privileges and/or driving endorsements within the Secured, SIDA, AOA, and Sterile area.

IDENTIFICATION BADGE FEES

Initial Badge Fee: \$35.00
 First Lost Badge: \$35.00
 Second Lost Badge: \$50.00

CRIMINAL HISTORY RECORDS CHECK (CHRC) FEE (SIDA, SECURE, STERILE ONLY)

Initial CHRC Fee: \$50.00
 Renewal CHRC Fee: \$50.00
 Third lost Badge: \$100.00

NO FOURTH ID BADGE WILL BE ISSUED!!!!

IMPORTANT NOTICE: THERE WILL BE NO FOURTH BADGE ISSUED!

**SECTION 1 SPONSORING COMPANY INFORMATION—AUTHORIZED SIGNATORY AUTHORITY
(Must be completed by authorized signer of sponsoring company)**

Today's Date: <i>Valid for 30 days after signed and dated:</i>		Sponsoring Company Name:		
Requesting Badging for the following areas: (Check all that apply)		<input type="checkbox"/> SIDA/Secure	<input type="checkbox"/> Sterile Area	<input type="checkbox"/> General Aviation/NON-SIDA
<input type="checkbox"/> Contractor	Is Airport Operator authorized to bill sponsoring company for fees? <input type="checkbox"/> YES <input type="checkbox"/> NO	If SIDA/Secure/Sterile are checked, are you authorizing Airport Operator to fingerprint applicant for CHRC? <input type="checkbox"/> YES <input type="checkbox"/> NO		
<input type="checkbox"/> New ID	<input type="checkbox"/> Renewal ID	<input type="checkbox"/> Re-issue ID	<input type="checkbox"/> Lost/Stolen Replacement ID	<input type="checkbox"/> This applicant is EXEMPT as a direct employee of a Federal, State or Local Government agency who has undergone a CHRC. (DOCUMENTATION WILL BE PROVIDED)
Does applicant's job duty require them to have escort authority? <input type="checkbox"/> YES <input type="checkbox"/> NO		Does the applicant's job duty require them to have driving privileges in the AOA Non-Movement Area? <input type="checkbox"/> YES <input type="checkbox"/> NO		
Does the applicant job duty require them to have driving privileges in the AOA Movement Area? <input type="checkbox"/> YES <input type="checkbox"/> NO (FINAL DETERMINATION WILL BE DONE BY AIRPORT OPERATOR)				AOA MOVEMENT AREA? <input type="checkbox"/> YES <input type="checkbox"/> NO INITIALS _____

As an authorized representative of the sponsoring company identified below, I confirm that the applicant identified below is an employee, employee of a contractor of the sponsoring company or general aviation tenant with a need to possess an airport badge. I authorize the Airport Operator to conduct a Security Threat Assessment (STA) through TSA.

I further verify that the applicant is authorized to work in the United States and that the ID badge being requested is necessary in the performance of the Applicant has assigned duties at Lawton Fort Sill Regional Airport.

I understand that knowingly and deliberately making false statements on this application can result in fine, imprisonment, or both. (See Section 1001 of Title 18 United States Code).

AUTHORIZED SIGNER'S NAME (PRINTED)	<i>Print name</i>
AUTHORIZED SIGNER'S SIGNATURE	<i>Signature</i> <i>Date (MM/DD/YYYY)</i>
SIGNATURE VERIFIED BY TRUSTED AGENT	AIRPORT AUTHORITY ONLY:

**SECTION 2 PRIVACY ACT NOTICE DISCLOSURE (PLEASE READ AND INITIAL)
APPLICANT STARTS HERE**

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 to evaluate your eligibility for the program to which you are applying. Your fingerprints and associated information/biometrics will be provided to the Federal Bureau of Investigation (FBI) for the purpose of comparing your fingerprints to other fingerprints in the FBI's Next Generation Identification (NGI) system or its successor systems (including civil, criminal, and latent fingerprint repositories). The FBI may retain your fingerprints and associated information/biometrics in NGI after the completion of this application and, while retained, your fingerprints may continue to be compared against other fingerprints submitted to or retained by NGI. 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. For as long as your fingerprints and associated information/biometrics are retained in NGI, your information may be disclosed pursuant to your consent or without your consent as permitted by the Privacy Act of 1974 and all applicable Routine Uses as may be published at any time in the Federal Register, including the Routine Uses for the NGI system and the FBI's Blanket Routine Uses.

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.

Initial: _____

SECTION 3 APPLICANT INFORMATION – Please type or use blue or black ink only. Please print legibly.

Today's date	Last Name	First Name	Middle Name
Other Names Used (Include Maiden, Nicknames, Aliases)			State Issued Driver's License/ID Number
Last Name	First Name	Middle Name	State
			State ID Expiration Date
			Weight (lbs.)
			Eye Color
			Height (ft., in.)
			Hair Color
Home Address	City	State/Province	Sex (M or F)
			Date of Birth (MM/DD/YYYY)
County	Country	Zip Code	Race/Ethnicity
			<input type="checkbox"/> White <input type="checkbox"/> Black <input type="checkbox"/> Hispanic <input type="checkbox"/> Latino <input type="checkbox"/> Asian <input type="checkbox"/> Native American <input type="checkbox"/> Pacific Islander <input type="checkbox"/> Middle Eastern <input type="checkbox"/> Unknown <input type="checkbox"/> Other (list name)
Home Phone Number	Mobile Phone Number	Email Address	
Employer Name	Employer Address	Citizenship Status	Place of Birth
		U.S. Citizen (Y or N)	City
City/State/Zip Code	Work Phone Number	If No, List Country	State/Province/Region of Birth
Job/Employee/Position Title	Work Email Address	Dual Citizenship? (Y or N)	Country of Birth
IF YOU ARE A U.S. CITIZEN NOT BORN IN THE U.S.		IF YOU ARE NOT A U.S. CITIZEN	
(Check all that apply – Enter N/A if not applicable)		(Check all that apply – Enter N/A if not applicable)	
<input type="checkbox"/> US Passport/Passport Card	Document Number	If you have a Non-Immigrant Visa, you must also provide the I-94 documentation	
<input type="checkbox"/> Certification of Naturalization (N-550)	Document Number	<input type="checkbox"/> Non-Immigrant Visa	Document Number
<input type="checkbox"/> US Birth Abroad Certificate (Form DS-1350 or FS-545)	Document Number	<input type="checkbox"/> I-94 Form	Document Number
<input type="checkbox"/> Certificate of Citizenship (N-560)	Document Number	<input type="checkbox"/> Alien Registration Number (ARN)	Document Number

SECTION 4 SOCIAL SECURITY NUMBER RELEASE CONSENT (PLEASE INITIAL AND COMPLETE)

_____ I authorize the Social Security Administration to release my Social Security Number and full name to the Transportation Security Administration, Office of Intelligence and Analysis (OIA), Attention: Aviation Programs (TSA-10)/Aviation Worker Program, 601 South 12th Street, Arlington, VA 20598. I am the individual to whom the information applies and want this information released to verify 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.

_____ I do not authorize the release of my Social Security Number.

*****NOTICE***-- if you do not disclose your SSN, your Security Threat Assessment (STA) will be delayed and your badge cannot be issued until an approval from TSA is submitted back to the Airport Operator.**

PRINTED NAME	LAST NAME	FIRST NAME	MIDDLE INITIAL (IF APPLICABLE)
SOCIAL SECURITY NUMBER			
APPLICANTS SIGNATURE	DATE OF BIRTH (MM/DD/YYYY)		

**SECTION 5 DISQUALIFYING CRIMINAL OFFENSES (CRIMINAL HISTORY RECORDS CHECK)
IF YOU ARE APPLYING FOR A GA/NON-SIDA ID BADGE PLEASE SKIP SECTION 5 AND GO TO SECTION 6**

Individuals seeking unescorted access authority in the SIDA/Secure/Sterile Area(s) and/or performing security screening are required to undergo an electronic fingerprint based criminal history records check (CHRC) that does not disclose that he/she has a disqualifying criminal offense. There are 28 disqualifying crimes under Transportation Security Regulations (TSR) 1542.209 that will disqualify you from receiving a Lawton Fort Sill Regional Airport ID badge.

Have you **ever** been convicted or found not guilty by reason of insanity, in any jurisdiction of any of the below crimes?
PLEASE PLACE A CHECK OR X IN EACH BLOCK BELOW:

	YES		NO			YES		NO	
1. Forgery of certificates, false making of aircraft, and other aircraft registration violations, 49 U.S.C. 46306					19. Rape or aggravated sexual abuse.				
2. Interference with air navigation, 49 U.S.C. 46308					20. Unlawful possession, use, sale, distribution, or manufacture of an explosive or weapon.				
3. Improper transportation of a hazardous material; 49 U.S.C. 46312					21. Extortion.				
4. Aircraft piracy; 49 U.S.C. 46502					22. Armed or felony unarmed robbery.				
5. Interference with flight crewmembers or flight attendants, 49 U.S.C. 46504					23. Distribution of, or intent to distribute, a controlled substance.				
6. Commission of certain crimes aboard aircraft in flight, 49 U.S.C. 46506					24. Felony arson.				
7. Carrying a weapon or explosive aboard an aircraft; 49 U.S.C. 46505					25. Felony involving a threat.				
8. Conveying false information and threats, 49 U.S.C. 46507					26i. Felony involving willful destruction of property.				
9. Aircraft piracy outside the special aircraft jurisdiction of the United States; 49 U.S.C.					26ii. Felony involving importation or manufacture of a controlled substance.				
10. Lighting violations involving transporting controlled substances; 49 U.S.C. 46315					26iii. Felony involving burglary.				
11. Unlawful entry into an aircraft or airport area that serves air carriers or foreign air carriers contrary to established security requirements; 49 U.S.C.					26iv. Felony involving theft.				
12. Destruction of an aircraft or aircraft facility; 49 U.S.C. 32					26v. Felony involving dishonesty, fraud, or misrepresentation.				
13. Murder.					26vi. Felony involving possession or distribution of stolen property.				
14. Assault with intent to murder.					26vii. Felony involving aggravated assault.				
15. Espionage.					26viii. Felony involving bribery.				
16. Sedition.					26ix. Felony involving Illegal possession of a controlled substance punishable by a maximum term of imprisonment of more than 1 year.				
17. Kidnapping or hostage taking.					27. Violence at international airports. 18 U.S.C. 37				
18. Treason.					28. Conspiracy or attempt to commit any of the criminal acts listed above 1-27.				

By my signature, I certify that: I do not have a disqualifying criminal offense and I do consent to a fingerprint criminal history records check (CHRC); in accordance with 49 CFR 1542.209 I understand my obligation to disclose to the airport operator within 24 hours if convicted of any disqualifying criminal offense that occurs while having unescorted access authority. 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 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).

I understand that Federal regulations under 49 CFR 1542.209 (l) impose a continuing obligation to disclose to the airport operator within 24 hours if he or she is convicted of any disqualifying criminal offense that occurs while he or she has unescorted access authority. Failure to disclose will result in badge revocation and criminal charges may be filed by U.S. Attorney.

Signature

Date

X

STOP. DO NOT GO ANY FURTHER.

THE FOLLOWING SECTIONS WILL NOT BE COMPLETED UNTIL YOU HAVE COMPLETED THE REQUIRED TRAINING

SECTION 6 APPLICANT CERTIFICATIONS

PLEASE READ EACH STATEMENT AND INITIAL:

_____ 1. By submitting this application for an ID Badge, I agree to comply at all times with the security rules and policies of the Lawton Airport Authority, 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 ID Badges remain the property of Lawton Airport Authority.

_____ 3. I understand that I cannot loan my badge to anyone to use for access.

_____ 4. I will **visibly display my ID Badge** outside my garments on my upper body whenever I am in the SIDA/Secure/Sterile/AOA/Restricted areas.

_____ 5. I understand that the Lawton Airport Authority reserves the right to revoke authorization for any ID Badge where such action is determined to be in the best interest of airport security.

_____ 6. I will not aid nor participate in "piggy-backing" (allowing unauthorized access to secure or restricted areas) nor will I otherwise breach, disobey, circumvent or disregard any security directive, plan or program at the airport.

_____ 7. I will challenge any person who enters a SIDA/Sterile/Secured/Restricted/AOA area if the person does not properly display an ID Badge. If the person I challenge cannot produce a valid ID Badge, I will immediately notify the Lawton Police Department.

_____ 8. I understand that if I commit any violations of any rules and regulations Section 2 and Section 11 of the Airport Operations Manual will result in access being denied through the AACS and possible revocation of my ID Badge.

_____ 9. I understand that I must wait for the gate to close completely and secure before leaving the area.

_____ 10. I understand that if the gate malfunctions, I must contact Lawton Airport Maintenance (580-585-2799) or the Airport Security Coordinator (580-585-7545) and **remain** at the gate until an Airport representative arrives.

_____ 11. I will immediately notify the Security Office if my ID Badge is lost, stolen or destroyed.

_____ 12. A replacement ID Badge may only be issued if I declare in writing that the ID Badge has been lost, stolen, or destroyed.

Initial Badge: \$35.00 (Valid for two years)

1st Lost Badge: \$35.00

2nd Lost Badge: \$50.00

3rd Lost Badge: \$100.00

NOTE: There will be no fourth badge issued.

_____ 13. I agree to return my airport ID Badge to the Security Office or employer at the end of my employment or if the reason for access is no longer required.

_____ 14. I understand and acknowledge that violation of the Airport's Security Program will result in administrative action to include badge reinstatement fees, retraining, possible TSA civil penalties, and could also result in permanent revocation of my badge.

_____ 15. I understand that Federal regulations under 49 CFR 1542.209 (I) impose a continuing obligation to disclose to the airport operator within 24 hours if he or she is convicted of any disqualifying criminal offense that occurs while he or she has unescorted access authority. Failure to disclose will result in badge revocation and criminal charges may be filed by U.S. Attorney.

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 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).

I acknowledge that I have received my badge and the information is correct to the best of my knowledge:

Signature _____

Date _____

DO NOT WRITE BELOW. AIRPORT AUTHORITY SECURITY OFFICE PERSONNEL ONLY.

SECTION 7 VERIFICATION OF IDENTITY (FORM I-9)

Examine one document from List A or examine one document from List B and one from List C. One document from List B or List C must be government issued photo ID. Record the document title, number and expiration date, if applicable.

	List A		List B	<u>AND</u>	List C
Document Title					
Issuing Authority					
Document Number					
Expiration Date					
Other					

CERTIFICATION -- I attest under the penalty of perjury, that I have examined the document(s) presented by the above named applicant, that the above listed document appears to be genuine and to relate to the applicant named, that the and that to the best of my knowledge the applicant is eligible to work in the United States Of America.

Signature of Authorized Trusted Agent	Authorized Trusted Agent Title	Today's Date
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SECTION 8 AIRPORT BADGING OFFICE USE ONLY

CHRC Date: 1 2 3	CHRC FBI Case Number: 1 2 3	LAW TSC Number:	Security Training Date:
STA APPROVAL DATE: 1 2 3	STA APPROVED? 1 2 3 YES NO	AOA Non-Movement Driver's Training Date: <i>(If applicable)</i>	
TSA/FBI RAPBACK NUMBER:	RAPBACK EXPIRATION:	AOA Movement Driver's Training Date: <i>(If applicable)(FAA Required)</i>	
TSC Application Identification Number: 1 2 3 LAW000000000		Initial Training:	Recertification:
Badge Applicant's Authorized Access: Circle all that apply SIDA SECURE STERILE RESTRICTED PUBLIC AOA MOVEMENT AOA NON-MOVEMENT LAS RAMP/T HANG.		Unescorted Privileges: (E Endorsement) YES NO	
Keyscan Access Card Number:		Driving NON-Movement Area Privileges: (D Endorsement) YES NO	
Access Card Badge Number:		Driving Movement Area Privileges: (A Endorsement) YES NO	
Access Card Pin Number:	NEW RENEWAL REISSUE	Codes: 1 – LAW Enforcement Exempt 2 – TSA Employee Exempt 3 – Other Government Exempt (TSA Approved)	
Badge Color: GREEN RED BLUE YELLOW	If badge lost, stolen: LOST 1 st 2 nd 3 rd	Badge Return Date:	Badge Returned to: Application Destroy Date
Bill badging fees to:	Badge amount:	BADGE ISSUE DATE:	
INVOICE CHECK VISA MASTERCARD DISCOVER AMEX NO CHARGE		BADGE EXPIRATION DATE:	

LISTS OF ACCEPTABLE DOCUMENTS

All documents must be UNEXPIRED

Employees may present one selection from List A
or a combination of one selection from List B and one selection from List C.

LIST A Documents that Establish Both Identity and Employment Authorization	OR	LIST B Documents that Establish Identity	AND	LIST C Documents that Establish Employment Authorization
<ol style="list-style-type: none"> 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. For a nonimmigrant alien authorized to work for a specific employer because of his or her status: <ol style="list-style-type: none"> a. Foreign passport; and b. Form I-94 or Form I-94A that has the following: <ol style="list-style-type: none"> (1) The same name as the passport; and (2) An endorsement of the alien's nonimmigrant status as long as that 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 	OR	<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 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 <li style="text-align: center;">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 	AND	<ol style="list-style-type: none"> 1. A Social Security Account Number card, unless the card includes one of the following restrictions: <ol style="list-style-type: none"> (1) NOT VALID FOR EMPLOYMENT (2) VALID FOR WORK ONLY WITH INS AUTHORIZATION (3) VALID FOR WORK ONLY WITH DHS AUTHORIZATION 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

Examples of many of these documents appear in Part 8 of the Handbook for Employers (M-274).

Refer to the instructions for more information about acceptable receipts.