

ID Badging Procedures

The Airport security team is made up of four players, each with their own areas of responsibility. The team includes the **Transportation Security Administration (TSA), Bishop International Airport Authority (the Airport), the Airport tenants, concessionaires, and you.**

Airport security starts with you and can be as simple as closing a door or reporting a suspicious person, so stay alert and be aware of activities around you. You are also responsible to protect Airport security by not sharing information such as door codes, not even with family or friends.

The following information is intended to assist you with security questions and procedures for securing an Airport ID Badge.

AIRPORT BADGING OFFICE - HOURS / LOCATION / PHONE

Badging Office Hours

Monday - Friday, 8 a.m. - 3 p.m.

(Please call to schedule an appointment)

Badging Office Location

The Badging Office is located in the Police Office on the main floor of the terminal, between the escalator and baggage claim.

Badging Office Phone

(810) 395-5440

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1. EMPLOYER INITIAL CONTACT AND INTRODUCTION

Upon learning you will be working at the Bishop International Airport, your first responsibility will be to contact the Airport Badging Office at (810) 395-5440. The main purpose of this conversation is for the Airport to establish the whereabouts your company will be working, areas needing access, and number of employees needing badges. Subsequent steps include:

1. Identifying an Authorized Signatory ([see Section 2](#))
2. Employee Badge Application ([see Section 3](#))
3. STA / Fingerprinting Appointment (see [Section 5](#) & [Section 6](#))
4. Training (see [Section 8](#))
5. Airport ID Badge Issuance

2. AUTHORIZED SIGNATORY

Each company that requests Airport ID Badges must identify one or two responsible company employees as "Authorized Signatory(s)." Only Badge Application Forms signed by an Authorized Signatory will be accepted for processing. Names of individuals authorized to sign Badge Application Forms for a particular company are on file in the Badging Office. Each Badge Application submitted for processing will be checked to ensure that it is authorized by one of the designated individuals.

Only individuals who have completed the SIDA requirements may be and Authorized Signatory. The signature of an Authorized Signatory on a Badge Application Form certifies that the applicant is an employee of the particular company, requires unescorted access, has acceptable forms of identification ([section 4](#)), and has properly completed the Application. The Authorized Signatory is also responsible for indicating on the Badge Application if an employee will have a need to escort or drive on the AOA.

3. BADGE APPLICATION

Individuals who require unescorted access to the employee Parking Lot, AOA, Sterile or Security Identification Display Area (SIDA) must possess an Airport Photo ID Badge.

All Badge applicants must provide documentation that establishes identity and employment eligibility ([section 4](#)).

Badge issuance for a Sterile and SIDA ID Badge is limited to those individuals who have cleared the FBI-based criminal history records check (where applicable), as well as the TSA-based Security Threat Assessment (STA) and have a frequent and reoccurring need for access.

Application for a Badge is made on the appropriate Badge Application Form. This form must be completely filled out, properly signed and submitted to the Badging Office for processing. The form will be checked by the Badging Office for accuracy including proper signatures and dates. Badge Application Forms are available at the Badging Office, or from the applicants authorized employer/sponsor. Only the "original copy" of a completed Badge Application Form will be accepted. Do not submit a photo copy; it will not be accepted for processing. Applications will not be processed unless proper forms of identification are submitted.

\$50 Badge fee is due upon submission of application, unless payment arrangements have been made with your authorized employer/sponsor ([see section 10](#)).

4. ACCEPTABLE FORMS OF IDENTIFICATION

All Badge applicants must present **two (2) forms** of identification or documentation when applying for an Airport ID Badge. At least one ID must have been issued by a government authority and at least one must include a photo. The documentation must be able to verify the applicant's identity as well as employment eligibility. See examples below:

List A: One form of ID from this list

AND

List B: One form of ID from this list

Documents that establish identify

Valid driver's license

Valid State ID card

Passport (unexpired)

LEO credentials

Federal, State, Local Government ID

High School/University ID

Resident Alien Card

Documents that establish employment eligibility

Birth Certificate

Social Security Card

U.S. Passport (unexpired)

Permanent Resident Alien Card

U.S. Citizen ID Card

Certification of Naturalization

Native American Tribal Document

Example: Passport **or** Driver's License and Social Security card

5. SECURITY THREAT ASSESSMENT

Individuals applying for access to the; AOA, Sterile, or Security Identification Display Area (SIDA), must undergo a TSA Security Threat Assessment (STA) as part of the Badge issuance. Upon submission of your airport identification badge application the Badging Office will start the STA process. The Airport will not issue an Airport ID Badge to an applicant without an approved STA. Allow five (5) to seven (7) days for the STA to be completed. Upon approval, STA's are valid for 30 days, badges must be issued within the 30 days. STA's over 30 days will have to be resubmitted for re-approval prior to issuance of a badge, and applicable federal processing fees will be re-billed.

6. FBI FINGERPRINT CHECK

All individuals applying for a Sterile or SIDA ID Badge must undergo a FBI fingerprint-based criminal history check as part of the Badge issuance process. Fingerprint results must return clear of any disqualifying offenses before issuance of the Airport Photo ID Badge. Allow one (1) - five (5) days for fingerprint results to be returned.

The Airport will deny issuance of the Airport ID Badge to any applicant who is currently being charged with or is convicted of one of the TSA disqualifying crimes within the last **10 years**.

Fingerprinting is by appointment only in the Badging Office – 810-395-5440

7. DISQUALIFYING CRIMES

Disqualifying Criminal Offenses: An individual has a disqualifying criminal offense if the individual has been convicted, or found not guilty by reason of insanity, of any of the disqualifying crimes listed in 49 CFR part 1542.209 (d) in any jurisdiction during the 10 years before the date of the individual's application for unescorted access authority, or while the individual has unescorted access authority. The disqualifying criminal offenses are as follows:

1. Forgery of certificates, false marking of aircraft, and other aircraft registration violation; 49 U.S.C. 46306.

2. Interference with air navigation; 49 U.S.C. 46308.
3. Improper transportation of a hazardous material; 49 U.S.C. 46312.
4. Aircraft piracy; 49 U.S.C. 46502.
5. Interference with flight crew members or flight attendants; 49 U.S.C. 46504.
6. Commission of certain crimes aboard aircraft in flight; 49 U.S.C. 46506.
7. Carrying a weapon or explosive aboard aircraft; 49 U.S.C. 46505.
8. Conveying false information and threats; 49 U.S.C. 46507.
9. Aircraft piracy outside the special aircraft jurisdiction of the United States; 49 U.S.C. 46502(b).
10. Lighting violations involving transporting controlled substances; 49 U.S.C. 46315.
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. 46314.
12. Destruction of an aircraft or aircraft facility; 18 U.S.C. 32.
13. Murder.
14. Assault with intent to murder.
15. Espionage.
16. Sedition.
17. Kidnapping or hostage taking.
18. Treason.
19. Rape or aggravated sexual abuse.
20. Unlawful possession, use, sale, distribution, or manufacture of an explosive or weapon.
21. Extortion.
22. Armed or felony unarmed robbery.
23. Distribution of, or intent to distribute, a controlled substance.
24. Felony arson.
25. Felony involving a threat.
26. Felony involving:
 - i. Willful destruction of property
 - ii. Importation or manufacture of a controlled substance
 - iii. Burglary
 - iv. Theft
 - v. Dishonesty, fraud, or misrepresentation

- vi. Possession or distribution of stolen property
- vii. Aggravated assault
- viii. Bribery
- ix. Illegal possession of a controlled substance punishable by a maximum term of imprisonment of more than 1 year.

27. Violence at international airports; 18 U.S.C. 37.

Conspiracy or attempt to commit any of the criminal acts listed in this paragraph (d).

8. SECURITY TRAINING

Badge applicants must be able to comprehend the Airport's security rules, guidelines, regulations and procedures, and possess the ability to perform the responsibilities associated with unescorted access privileges. To fulfill this requirement, all individuals must undergo security training prior to issuance of an Airport Photo ID Badge. Training is conducted by appointment in the Badging Office.

Special badging sessions will be coordinated for major construction projects.

9. RENEWAL

It is the responsibility of each individual to renew his or her Badge. Airport ID Badges are issued with an expiration date on the applicant's birthday that is no more than 24 months from the date of issuance. Applicants must fill out a Badge Renewal Form before renewal, this form is available in the Badging Office, or from the applicant's authorized employer/sponsor. Only the "original copy" of a completed Badge Renewal Application Form will be accepted. Do not submit a photo copy; it will not be accepted for processing. Applications for renewal must be presented with the proper forms of identification (section 4) and must be signed by the applicant's Authorized Signatory. ID badges may be renewed within sixty (60) days before the badge expiration date. **Applicants reporting after their expiration date are required to restart the badging process as a new applicant, applicable fees will apply.**

10. BADGING OFFICE FEE SCHEDULE - Effective February 2, 2017

<u>FNT ID CARD</u>	<u>FEE (\$)</u>
Initial issue	50.00
Renewal with two-year recurrent CHRC	29.00
Renewal without CHRC	0.00
<i>CHRC exemptions: AOA, Parking, LEO, federal employee</i>	
<u>DAMAGED ID CARD</u>	
(Above normal wear and tear)	
Replacement	15.00
<u>LOST or STOLEN CARD</u>	
First replacement	50.00
Second replacement	75.00

Third replacement	100.00
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BADGE ACCESSORIES

Lanyard, badge reel, protective case	2.00
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Lanyard	1.00
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Badge reel	1.00
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Protective case	n/c
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PAYMENT OF FEE

The payment of all fees associated with the FNT ID Card must be accomplished by one of the following methods:

1. The cardholder or employer may pay the Bishop International Airport Authority Administration office between 8a-5p Mon-Fri, closed Holidays. (Cash or check to “*Bishop International Airport Authority*”) at the time the application is submitted for an initial badge or renewal CHRC. All accessory and replacement fees must be paid upon receipt of the item.
2. The employer may arrange a guarantee of payment with the Bishop International Airport Authority Administration. This must be submitted in writing on company letterhead, guaranteeing payment within twenty (20) working days of receipt of invoice.

Note: *A returned check due to insufficient funds or lack of payment on a guarantee agreement will result in the revocation of the FNT ID Card and all access privileges removed from the CCAS. Replacement will be at the next highest replacement fee rate.*

11. RETURN OF FNT ID BADGES

It is the responsibility of each sponsor or company to maintain accountability of all FNT ID Badges issued to their employees or sponsored badge holders.

Badges must be retrieved and returned to the Badging Office when an individual no longer requires unescorted access due to;

- Resignation
- Termination
- Retirement
- Contract completed
- Lay-off
- Leave of absence
- Medical leave
- Temporary duty assignment
- Termination of rental agreement

Badges must be returned to the Badging Office within three (2) days or 48 hours of the separation attached to the completed FNT Airport ID Badge Separation Form.

Note: Contractor Badges are valid only for the construction project for which they were issued. Upon completion of the project, all Badges must be returned.

In cases when an ID Badge is not retrieved from the individual at the time of separation, the Badging Office must be notified **immediately**. Upon this notification, the Badging

Office will revoke the individual's access authority. In these cases, the Airport ID Badge Separation Form must be submitted what steps the company has taken to retrieve the ID Badge from the individual. All Badges issued to your company must be accounted for. Failure to notify the Airport about any ID Badge that you can no longer account for is a violation of the Airport Security Plan.

12. CONSTRUCTION PROJECTS

Upon coordination of construction projects at FNT, the general contractor will assign an Authorized Signatory for management of badging requirements for the project through the Badging Office. This will include all badging requirements set forth in [sections 1 – 11](#), and as stipulated in the contract with the Bishop International Airport Authority. All construction employees will be required to comply with badging procedures for specific area of access.

13. GENERAL AVIATION (AOA) BADGES

Applications for an FNT AOA Access Control Card are available in the Badging Office located within the Police Office on the main floor east of the escalator. New hanger lease tenants must bring their signed airport contract when applying for their first badge. Each tenant is responsible for all badges issued to their hanger. Each badge application must have the sponsoring tenant's signature authorizing access to their hanger prior to submission to the Badging Office. The initial badge is \$50 and is due at the time of application submission, there is no charge for renewals.

Badge payments are accepted in the Bishop International Airport Authority Administration office between 8:00 a.m. – 5:00 p.m., Mon-Fri, closed Holidays. (They accept Cash or check to "*Bishop International Airport Authority*"). All accessory and replacement fees must be paid upon receipt of the item.

ID badges may be renewed within sixty (60) days before the badge expiration date. **Applicants reporting after their expiration date are required to restart the badging process as a new applicant, applicable fees will apply** (see [section 10](#) Badging Office Fee Schedule).

AOA (GA) ID CARD RENEWAL

The FNT AOA ID Card is issued with an expiration date on your birthday no more than two years from the initial date of issuance. A card holder must renew the ID badge within 60 days prior to the expiration date. The expiration date is printed on the front of each badge. The badge is not valid and will not provide access beyond midnight of the day prior to the expiration date. **Applicants reporting after their expiration date are required to restart the badging process as a new applicant, applicable fees will apply** (see [section 10](#) Badging Office Fee Schedule).

When coming in for a renewal please bring your airport ID and two pieces of acceptable ID (see section 4 Acceptable Forms of Identification).

14. ID BADGE AUDITS

The Transportation Security Administration requires the Airport regularly audit ID Badge records to ensure accuracy and accountability. Audits (either "paper" or "physical") will be conducted annually with all companies who participate in the

Airport Badge System. Also, TSA mandates that every six (6) months, no less than 10 percent of identification media via random selection will be audited. Paper audits will include a listing of all ID Badges issued to a particular company. Companies will be required to review the list, ensuring that all individuals are still employed by them, still require Airport access, and are in possession of their FNT ID Badge. Failure to complete audits as requested will result in the suspension of Airport ID Badge.

RETRIEVED BADGES MUST BE RETURNED TO THE FNT BADGING OFFICE WITHIN 2 DAYS (48 HOURS) FROM BADGE HOLDER'S SEPARATION.

BADGES NOT RETRIEVED FROM THE INDIVIDUAL AT TIME OF SEPARATION MUST BE REPORTED TO THE BADGING OFFICE IMMEDIATELY.

SECTION I ~ Employee Separation Information

(PRINT LEGIBLY / USE BLACK OR BLUE INK / ORIGINALS ONLY)

As of **Separation Date** _____ **Company/Organization Name** _____ requests

the FNT access be revoked for **Badge #** _____ for **FNT ID Card Holder** _____

Reason: (check one)

- | | |
|---|---|
| <input type="checkbox"/> Resignation | <input type="checkbox"/> Termination of Rental Agreement ~ Location _____ |
| <input type="checkbox"/> Contract Completed | <input type="checkbox"/> Leave of Absence ~ Expected date of return _____ |
| <input type="checkbox"/> Transfer | <input type="checkbox"/> Medical Leave ~ Expected date of return _____ |
| <input type="checkbox"/> Lay-Off | <input type="checkbox"/> Termination for cause ~ Reason _____ |
| <input type="checkbox"/> Retirement | <input type="checkbox"/> Other _____ |

SECTION II ~ Retrieval of ID Badge

- FNT ID is attached to this form.
- Upon separation, this individual did not turn in their FNT ID.
- If FNT ID is not attached to this form, please document any retrieval attempts.

Submitted by _____ Title _____
PLEASE PRINT NAME

Signature _____ Date _____

ATTACH BADGE HERE

TAPE AT TOP AND

BOTTOM

DO NOT STAPLE

SECTION III – AIRPORT USE ONLY

Date ID Received: _____

Received by _____ Comments _____

Removed from STA Diamond CHRC