

**Sensitive Security Information
Lewiston-Nez Perce County Regional Airport
Badge Application**

INSTRUCTION SHEET FOR COMPLETING THE LWS BADGE APPLICATION

The application must be filled out legibly and completely. If not, the application will not be processed and will be returned to the applicant for the additional information needed.

The applicant must bring the application to the Airport Administration Office located on the third floor along with identification which establishes identity and employment eligibility. A list of acceptable documents has been provided in this application package. At least one identification presented must include a government issued photo identification.

In addition, Non-US citizens must present an Alien Registration Card or the I-94 arrival/Departure Form. US citizens who were born abroad must provide either a US passport, Certificate of Naturalization or a Certification of birth Abroad (DS-1350).

Airport personnel must physically see these original documents when submitting your application. Furthermore, the documents are not considered valid if expired.

COMPLETING THE APPLICATION

Section 1 – Employee Data for Security Threat Assessment (STA)

NAME: Print your FULL LEGAL NAME, i.e. Last Name, First Name, and Middle Name. If you do not have a middle name, print “NMI.”

Provide all Previous Names (Maiden Name, Alias, Etc). If none, enter “NONE.”

RESIDENTIAL ADDRESS: Print Full Street Address to include Apartment Number if applicable.

PHONE NUMBERS: Include the area code for all phone numbers provided. Home or cell phone number should be the personal phone number where you can be reached. The work phone number should be the company phone number for whom you will be working for at the Airport.

DATE OF BIRTH: Month first followed by the day and year (Examples: 05/02/1976 or May 2, 1976)

COMPANY: The name of the company you will be working for at the airport.

EMPLOYMENT POSITION/TITLE: the position and/or title you hold with the company for whom you are working for at the airport.

PARENTAL CONSENT: This must be completed for any minor, under 18 years of age, by a parent or guardian.

AIRPORT ACCESS: There must be a business need for access to each of the areas listed. A valid driver’s license must be presented if you are indicating in this application package that you require driving access to either movement or non-movement areas of the airport.

Please Print Name, Sign Name, Date your signature, and provide initials in all areas of this application where this information is required.

SENSITIVE SECURITY INFORMATION

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Please ensure the Authorized Signatory for the company you will be working for at the airport has also dated and signed this application where required.

NOTE: You must be on the company signature letter on file with the airport and have had "Signatory Training" within the last year in order to sign the application for the company.

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Security Threat Assessment (STA) Request and information needed for LWS Badge

NAME: _____

(Last Name, First Name, Middle Name)

PREVIOUS NAMES:

(List Maiden Name, Aliases, etc. in Last Name, First Name, Middle Name order)

RESIDENTIAL ADDRESS:

_____ (Street Address, including Apartment Number if applicable, City, State, Zip code)

Email Address: _____

HOME OR CELL PHONE: () _____ **WORK PHONE:** () _____

Gender (M/F)	Date of Birth (MM/DD/YYYY)	Place of Birth (City, State if US Citizen; City and Country if born abroad)	Citizenship (Country)
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If Applicable:

(Alien Registration Number, Non-Immigrant Visa Number, foreign passport Number, Certificate of Birth Abroad Number)

SOCIAL SECURITY NUMBER: _____ - _____ - _____

DRIVER'S LICENSE: State issued: _____ License Number: _____

COMPANY: _____ **EMPLOYMENT POSITION/TITLE:** _____

Airport Use Only:

Date STA submitted Submitted by Date STA cleared

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Applicant's Full Legal Name (Last Name, First Name, Middle Name)

Please note: There must be a business need for all areas for which access is requested.

<input type="checkbox"/> Movement Area	<input type="checkbox"/> Security Identification Display Area
<input type="checkbox"/> Non-Movement Area	<input type="checkbox"/> Sterile Area

Badge Number	Gate Access to:	Gate Access to:	Gate Access to:	Gate Access to:	Gate Access to:	Gate Access to:

Applicant- I acknowledge that I have specific security responsibilities in the airport environment which include, but are not limited to, the security responsibilities of employees and other persons under 49 CFR § 1540.105(a)

Applicant's Signature Date

Authorized Signatory- I attest a specific need exists for providing the individual applicant listed unescorted access to the areas of the airport indicated above.

Authorized Signatory's Signature Date

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Background Information Required for LWS issued Badge

I, _____ certify that during the past ten (10) years, I have not been convicted or found not guilty by reason of insanity, have charges pending, been placed on probation or parole, have paid a fine, or any other disposition not amounting to an acquittal, in any jurisdiction of a crime involving any of the following:

		Initials
1.	Forgery of certificates, false marking of aircraft, and other aircraft registration violations; 49 USC 46306	
2.	Interference with air navigation; 49 USC 46308	
3.	Interfering or destruction of air navigation facilities; ISC 21-702	
4.	Improper transportation of a hazardous material; 49 USC 46312	
5.	Aircraft piracy; 49 USC 46502	
6.	Aircraft hijacking ISC 18-7502	
7.	Attempting aircraft hijacking ISC 18-7502	
8.	Interference with flight crew members or flight attendants 49 USC 46504	
9.	Commission of certain crimes aboard aircraft in flight 49 USC 46506	
10.	Carrying a weapon or explosive aboard aircraft 49 USC 46505	
11.	Carrying weapons aboard an aircraft ISC 18-7503	
12.	Conveying false information and threats; 49 USC 46507	
13.	Threats against passengers/aircraft ISC 18-7504	
14.	Aircraft piracy outside the special aircraft jurisdiction of the United States; 49 USC 46502(b)	
15.	Lighting violations involving transporting controlled substance by aircraft 49 USC 46315	
16.	Unlawful entry into an aircraft or airport area that serves air carriers or foreign air carriers contrary to established security requirements; 49 USC 46314	
17.	Destruction of an aircraft or aircraft facility 18 USC 32	
18.	Murder	
19.	Assault with intent to murder	
20.	Espionage	
21.	Sedition (incitement of rebellion against authority)	
22.	Kidnapping or hostage taking	
23.	Treason	
24.	Rape or aggravated sexual assault	
25.	Any felony sexual offense defined in ISC Title 18 Chapters 15 and 61	
26.	Unlawful possession, use, sale, distribution, or manufacture of an explosive or weapon	
27.	Extortion	
28.	Armed or felony unarmed robbery	
29.	Distribution of, or intent to distribute, a controlled substance	
30.	Felony arson	
31.	Felony involving a threat	
32.	Felony involving willful destruction of property	
33.	Felony involving importation or manufacture of a controlled substance	
34.	Felony involving burglary	
35.	Felony involving theft	
36.	Felony involving dishonesty, fraud or misrepresentation	

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NOTIFICATIONS

The Privacy Act of 1974, 5 USC 552a(e)(3). Privacy Act Notice

Authority: 6 USC §1140, 46 USC §70105; 49 USC §§106, 114,5103a, 40101(b)(3), 40113,44903,44935-44936,44939 and 46105; the Implementing Recommendations of the 9/11 Commission Act of 2007, § 1520 (121 Stat. 444, Public Law 110-52, August 3, 2007); and Executive Order 9397, as amended.

Purpose: The Department of Homeland Security (DHS) will use the biographic information to conduct a security threat assessment. Your fingerprints and associated information 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 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 your fingerprints for enrollment into US-VISIT 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 records to ensure the validity of the information.

Routine Uses: In addition to those disclosures generally permitted under 5 USC 522a(b) of the Privacy Act, all or a portion of the records or information contained in this system may be disclosed outside DHS as a routine pursuant to 5 USC 522a(b)(3) including 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 TSA system of records notice (SORN) DHS/TSA 002, Transportation Security Threat Assessment System. For as long as your fingerprints and associated information 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 a security threat assessment.

Printed Name

Signature

Date

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NOTIFICATIONS continued

Privacy Notice for Collection of Secure Flight Passenger Data

The Transportation Security Administration of the U.S. Department of Homeland Security requires us to collect information from you for the purpose of watch list screening, under the authority of 49 USC section 114, and the Intelligence Reform and Terrorism Prevention Act of 2004. Providing this information is voluntary; however, if it is not provided, you may be subject to additional screening or denied transport or authorization to enter a sterile area. TSA may share information you provide with law enforcement or intelligence agencies or others under its published system of records notice. For more on TSA privacy policies, or to view the system of records notice and the privacy act impact assessment, please see TSA's website at ww.tsa.gov.

I have read and understand the Privacy Notice for the Collection of Secure Flight Passenger data.

Printed Name	Signature	Date
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Social Security Authorization Statement

I authorize the Social Security Administration to release my Social Security Number and full name to the Transportation Security Administration, Enrollments Services and Vetting Programs, Attention: Vetting Programs (TSA-10) / Aviation Worker Program, 6595 Springfield Center Drive, Springfield, VA 20598-6010.

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 a 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 have read and understand the SS Authorization Statement.

Printed Name	Signature	Date	Date of Birth
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Parental Consent

If under 18 years of age, your parent/guardian must consent to the fingerprint based Criminal History Records Check and the Department of Homeland Security, Transportation Security Administration, Security Threat Assessment.

Parent/Guardian Print Name: _____ Date: _____

Parent/Guardian Signature: _____

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NOTIFICATIONS continued

The LWS Airport has the primary responsibility for maintaining security in the SIDA and sterile areas of the Airport to include establishing and maintain access control policies and procedures, random credential inspections and a challenge program.

The LWS Airport currently has a requirement directed by 49 CFR §§ 1540, 1542 and Security Directive 1542-06-01 to conduct random inspections of individuals and accessible property entering the sterile area at entry points other than the security checkpoint to: 1. Verify that they have the appropriate valid unescorted access media; and 2. Determine if they are carrying prohibited items other than those required for operation needs.

Screening Notice

Any employee holding a credential granting access to a Security Identification Display Area, may be screened at any time while gaining access to, working in, or leaving a Security Identification Display Area.

Consent for Inspection

Upon receipt of a LWS issued badge, I understand, acknowledge and consent to random inspection (both of myself and my property) at sterile area or SIDA entry points or within the sterile area or SIDA of the airport.

I have read and understand the above statements and agree to inspection of unescorted access media assigned to me and accessible property.

Printed Name

Signature

Date

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ACKNOWLEDGEMENTS

		Initials
1.	I understand that with this application, I will be subject to a criminal history records check (via fingerprinting) and any convictions during the previous ten (10) year period of the crimes listed in this application will disqualify the applicant from obtain a LWS badge.	
2.	I understand that at the time this application is submitted, I must present two (2) current forms of personal identification, in accordance with the “list of acceptable documents” provided with this application.	
3.	I understand that falsification of any portion of this application is a violation of 49 CFR §1542.	
4.	SELF DISCLOSURE: I understand that in accordance with 49 CFR §1542, if at any time during which I am authorized unescorted access to the Sterile, SIDA or AOA area, I am arrested for or convicted of any of the crimes listed in this application, I will, within 24 hours, report the conviction and surrender my LWS Badge (if applicable) to LWS Airport Operations.	
5.	This badge is issued for my individual use only and I will not, under <u>any</u> circumstances, allow another person to use my badge.	
6.	Badges must be worn on an outer garment, above the waist, and visible at all times.	
7.	All badges remain the property of LWS and must be returned to the Airport upon demand of Airport Operations or upon my resignation, termination or any other time access is no longer required.	
8.	If the badge is lost or stolen, I will immediately notify Airport Operations and apply for a replacement. I will be subject to the fees as stipulated at the time the badge is lost or stolen.	
9.	Any violation of airport rules and regulations or the Airport Security Program may result in suspension, revocation and/or denial of a LWS badge.	
10.	I understand that I am prohibited by 49 CFR §1540.111 from carrying a concealed weapon at the airport	
11.	I acknowledge that I must attend a mandatory badge training class, held by the LWS airport to obtain an LWS Badge.	
12.	I Understand that if my badge is revoked, the LWS airport must offer me an opportunity to appeal the revocation through its local hearing process.	

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Use Agreement

In General: This document provides rules for use of airport gate badges, supplementing and implementing TSAR 1542 and the Airport Security Program. Badges will only be issued to those who have a need, programmed only for those gates for which access is needed.

Application: Persons needing a badge shall make application on the reverse and fill out other security/safety forms as required. A TSA Security Threat Assessment or other background check may be necessary prior to issuing a badge.

Badge Rules:

1. Only one badge will be issued per person for a **\$65.00 AOA** or **\$100.00 SIDA**, with STA and CHRC every 2 years. The badge holder must have the badge on his/her person at all times while he/she is on airport premises. The badge holder will not loan, assign, or give his badge to another person. ■
2. Employees of airport businesses must provide written employer consent through the employer's signatory authority certifying their need to be issued a badge.
3. Aircraft owners who lease and/or rent hangars or tie-down spaces from agencies, businesses, or other individuals may need to present certification documenting their need for access.
4. Upon notice from airport administration, badge holders shall present badges to the airport security coordinators for audit purposes. Failure to present badges may result in badge deactivation and removal of access authority. In such cases, the holder may be subject to reinstatement fees.
5. Holders shall immediately notify airport administration of missing badge and pay a **\$100.00** reissuing fee. Failure to immediately notify airport security coordinator may result in additional fines as described below.
6. Badges shall only be used to access the facility or area of the airport for which access was granted (e.g., holder's hangar, tie-down space, leased airside facility, etc). It shall not be used to access the airport movement area or other areas for which there is reasonable landside access.
7. Manual gates must be immediately closed and locked upon entrance and exit. Holder is responsible for ensuring unauthorized personnel or vehicles do not enter the premises while the holder is using the gate.
8. Upon entry and exit through automated gates, the badge holder will stop vehicle, wait, and verify that the gate has closed behind him/her. Holder is responsible for ensuring unauthorized personnel or vehicles do not enter the premises while the holder is using the gate.
9. Holders escorting people to/from hangars, tie-down spaces, or aviation facilities are responsible for insuring those escorted abide by airport safety and security regulations.
10. Users shall immediately notify the airport security coordinators of gate/lock malfunctions.
11. Badges are the property of the Lewiston-Nez Perce County Regional Airport. If for any reason the badge holder no longer needs, wants, or is entitled to have it, the badge will be immediately be returned to the Airport Administration Office.

Adherence to Safety and Security Regulations: Violations of the above rules may result in badge deactivation and a fine of up to \$600.00 per incident and remedial training prior to reinstatement.

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List of acceptable Documents

The applicant must provide at least two documents for the columns provided below, one of which must be a government issued photo identification. **The documents cannot be expired.** Expired documents are not considered valid. In addition, Non-US citizens must present an Alien Registration Number of the I-94 Arrival/Departure Form Number. US citizens who were born abroad must provide either a US passport number, Certificate of Naturalization Number or a Certification of Birth Abroad (DS-1350). **One document from List A or One Document from List B and one Document from List C** are required to meet guidelines.

LIST A	LIST B	LIST C
U.S. Passport	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.	Social Security card issued by the Social Security Administration (<i>other than a card stating it is not valid for employment</i>)
Permanent Resident Card or Alien registration Receipt Card (Form I-551)	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	Certification of Birth Abroad issued by the Department of State (Form FS-545 or Form DS-1350)
A foreign passport with a temporary I-551 stamp	School ID card with a photograph	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.
An Employment Authorization Document that contains a photograph (Form I-766, I-688, I-688A, I-688B)	Voter's registration card	Native American tribal document
A foreign passport with an unexpired Arrival-Departure Record, Form I-94, bearing the same name as the passport and containing an endorsement of the alien's non-immigrant status, if that status authorizes the alien to work for the employer	U.S. military card or draft record	U.S. Citizen ID Card (Form I-179)
TSA Credentials plus TSA Exemption Letter	Military dependent's ID Card	Employment authorization document issued by DHS (other than those listed under List A)
	U.S. Coast Guard Merchant Mariner Card	TSA Exemption Letter
	Native American tribal document	
	Driver's license issued by a Canadian government authority	

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To be Completed by Signatory

- 1. I certify that the applicant has been advised of the rules governing the issuance, display and surrender of an LWS issued Badge.
- 2. I understand that company named in this application accepts responsibility to IMMEDIATELY NOTIFY Airport Operations when the applicant terminates employment with the company.
- 3. I certify that, as the Signatory Agent for _____, I have received Signatory Training, with the last 12 months and that the applicant has a business need for a LWS Badge with the access level requested.

SIGNATORY NAME: _____ **POSITION/TITLE:** _____

Printed Last Name, First Name, Middle

SIGNATURE: _____ **DATE:** _____

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