SANTA BARBARA AIRPORT
Instructions for Obtaining an Air Operations Area (AOA) Identification Badge

APPLICATION FORM

Complete Sections 1 and 3. Section 1 is on the first page of the application. Section 3 is on the second page of the application and certifies that the information you provided is true, complete, and correct.

You can skip Section 2 as that section only applies to SIDA badge applicants.

Take the completed application to your Signatory Authority (sponsor/employer). You must also take all required identification and work authorization documents for the Signatory Authority to review (see table below for lists of approved documents).

If your application and documentation are in order, your Signatory Authority will complete Section 4 near the top of the second page.
Section 5 of the application will be completed by your Signatory Authority. The information in Section 5 lets the airport know:

A. The type of badge you will be issued and any additional media that may be issued to you (i.e. keys or digital transmitters).

B. What access point you will be authorized to use.

The Signatory Authority must also sign at the bottom of Section 5.

Once Section 5 has been completed, your Signatory Authority will return the application to you.

Your Signatory does not need to fill out Section 6 as that section only applies to SIDA badge applicants.
DRIVING PRIVILEGES

An Application for Airfield Driving Privileges must also be submitted if the applicant needs to drive on the airfield.

Section 1 is to be completed by the applicant.

Section 2 and 3 are to be completed by your Signatory Authority. Section 2 tells the airport what kind of driving privileges you will need. Section 3 tells the airport what kind of training has been done or is needed in order for you to have driving privileges.

Training will consist of online courses and an airfield check ride (if applicable).

Section 4 is to be completed by your Signatory Authority.

You can now commence with the badging process, outlined below.
BADGING PROCESS

1. Make an Appointment – Call the badging office at (805) 681-6385 and set up an appointment to start the badging process. A standard fee of $25 will be collected at your appointment. The badging office only accepts payments in the form of cash and checks.

The badging office is located at: 705 Firestone Road, Santa Barbara, CA 93117

2. Required Forms
   a. Application For Access Media – Before arriving at the badging office make sure that your application is completed fully and accurately. Your application should be typed or printed legibly. Illegible information on your application may cause your application to be rejected. Your application must include all applicable information. The application you submit to the airport must contain your Signatory Authority’s original signatures with a date no more than 30 days prior to the initial badging appointment.
   b. Application For Driving Privileges (if applicable) – If you need driving privileges, make sure that this application is completed fully and accurately. Your application should be typed or printed legibly. This application must also contain your Signatory Authority’s original signatures when you submit it to the airport.
   c. Privacy Act Notice – This document explains how the Department of Homeland Security will use the information you provide in the badge application, including the use of your Social Security Number. Your application will not be accepted unless it is accompanied with a completed Privacy Act Notice.
   d. Terms and Conditions – This document outlines the conditions under which the badge will be issued to you. Your application will not be accepted unless it is accompanied with a completed Terms and Conditions document.
3. **Bring The Correct Identification** – Federal regulations require the airport to inspect and copy documents that establish identity and work authorization prior to issuing Personnel Identification Media. You should have all the required documents with you when you arrive at the badging office (see table below for list of approved documents).

4. **Bring Two Pieces of Identification** – A separate Federal regulation requires the Airport to verify identity through two forms of identification before issuing a badge. One form must be a picture identification and one must be a government-issued identification. You must present two forms of identification when you submit your application notwithstanding the fact that List “A” above contains documents that satisfy both identity and work authorization requirements.

   **Federal Employee Exemption** – If you are a Non-Law enforcement federal employee you only need to present your federal identification which will satisfy both the identity and work authorization requirements.
Any one document from List “A” below will establish both identity and work authorization. If you don’t have any of the documents under List “A”, then you must submit one document from List “B” and one document from List “C”. You must present the original identity and work authorization documents, copies will not be accepted.

<table>
<thead>
<tr>
<th>LIST A</th>
<th>OR</th>
<th>LIST B</th>
<th>AND</th>
<th>LIST C</th>
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<tbody>
<tr>
<td><strong>Documents that Establish Both Identity and Employment Eligibility</strong></td>
<td><strong>Documents that Establish Identity</strong></td>
<td><strong>Documents that Establish Employment Eligibility</strong></td>
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<tr>
<td>1. U.S. Passport (unexpired)</td>
<td>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</td>
<td>1. Social Security card issued by the Social Security Administration (other than a card stating it is not valid for employment)</td>
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<td>2. Certificate of U.S. Citizenship (USCIS Form N-560 or N-561)</td>
<td>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</td>
<td>2. Certification of Birth Abroad Issued by the Department of State (Form FS-545 or Form DS-1350)</td>
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<tr>
<td>3. Certificate of Naturalization (USCIS Form N-550 or N-570)</td>
<td>3. School ID card with a photograph</td>
<td>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</td>
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<td>5. Permanent Resident Card or Alien Registration Receipt Card with photograph (USCIS Form I-151 or I-551)</td>
<td>5. U.S. Military card or draft record</td>
<td>5. U.S. Citizen ID Card (USCIS Form I-197)</td>
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<td>8. Unexpired Reentry Permit (USCIS Form I-327)</td>
<td>8. Native American tribal document</td>
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<td>9. Unexpired Refugee Travel Document (USCIS Form I-571)</td>
<td>9. Driver’s license issued by a Canadian government authority</td>
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<td>10. Unexpired Employment Authorization Document issued by USCIS that contains a photograph (USCIS Form I-688B) or USCIS Form I-766</td>
<td>For persons under the age of 18 who are unable to present a document listed above</td>
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<td>1. School record or report card</td>
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<td>2. Clinic, doctor, or hospital record</td>
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<td>3. Day-care or nursery school record</td>
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5. You May Need to Submit Additional Identification or Information –
Additional documents and information may be required depending on various factors. You must provide the documents indicated if any of the factors apply to you. In addition to providing the information required, you must also submit the original documents from which the information is derived. The airport is required to maintain copies of these documents.

   a. U.S. Citizens born abroad or naturalized citizens must provide one of the following:
      i. U.S. Passport number
      ii. Certificate of Naturalization Number, Form N-550 or N-570
      iii. Certificate of U.S. Citizenship Number, Form N-560 or N-561
      iv. Certification of Report of Birth, Form DS-1350
      v. Consular Report of Birth Abroad, Form FS-240
      vi. Certification of Birth Abroad, Form FS-545

   b. Non-U.S. Citizen must provide one of the following:
      i. Alien registration Number
      ii. I-94 Arrival/Departure Form Number

   c. Non-Immigrant visa holders must provide the visa control number

6. STA Submission:
The badging office will submit your STA

   NOTE: Your badge will not be issued at this time.

Your badge can only be issued after:
   a. The TSA has conducted and approved a Security Threat Assessment.
      AND
   b. You have completed the required training.
Security Threat Assessment (STA) – Information from your application will be uploaded to the Transportation Security Clearinghouse who will conduct a Security Threat Assessment (STA). The airport usually receives STA results within three to five business days. The Airport is simply told whether the applicant passed the STA or it is given a “do not issue” notification.

STA RESULTS – The badging office will contact you once your STA results have been received. If results are received with no issues, you will be granted access to the required security training course. If there are any issues with your STA you can request information regarding redress procedures.

7. Security Training – You must complete all required training courses regarding airport security and driving privileges (if applicable) before receiving your AOA badge. All required training must be completed through the ANTN Digicast website. If you have applied for driving privileges there are additional training requirements. Movement area drivers will need to complete a check ride.

NOTE: You cannot receive the training until you have cleared your STA.

Federal Employee Exemption – If you are a Non-Law Enforcement federal employee, and presented your Federal Identification, you may receive your AOA badge pending the results of your STA.

30 Day Deadline: You must complete your training and schedule your final badging appointment within 30 days of your STA clearance. If you do not complete the process within 30 days, the badging office will require a new application.

8. Final Appointment/Badge Issuance -
Once you have completed your training you are ready to set up your final badging appointment where your photograph will be taken and you will be issued your AOA badge.
AOA BADGING FLOW CHART

**COMPLETE APPLICATION FOR ACCESS MEDIA**

**SIGNATORY REVIEW**
Have your signatory authority review your application and identity documents. If your documentation is in order, your Signatory Authority will complete and sign all applicable sections of your application.

**MAKE AN APPOINTMENT WITH THE BADGING OFFICE**
When you arrive at your appointment you will submit:
1. Application for Access Media,
2. Privacy Act Notice,
3. Terms & Conditions, and
4. Original Identity Documents.

**SECURITY THREAT ASSESSMENT (STA)**
Badging office will submit your information to the TSA for your STA

**STA RESULTS**
The Badging Office will send you an email communication regarding your STA results & the next steps for badging (in 3-5 business days)

**STA APPROVAL?**

- **YES**
  - **COMPLETE ONLINE TRAINING**
    (Badging office will grant access)
  - **NOTIFY BADGING OFFICE WHEN TRAINING IS COMPLETE**
    (Badging office will set follow up appointment)

- **NO**
  - **STA “DO NOT ISSUE” NOTIFICATION**
    **REDRESS?**
    - **YES**
      - Proceed with TSA REDRESS process
      - **REDRESS APPROVED?**
        - **YES**
          - **TSA APPROVES**
          - **BADGE ISSUED**
        - **NO**
          - **TSA DENIES**

    - **NO**
      - **ABANDONMENT**
        You abandon your attempt to obtain an Airport ID Badge.

**BADGE NOT ISSUED**