### SANTA BARBARA AIRPORT

# Instructions for Obtaining a Security Identification Display Area (SIDA) Identification Badge

## **APPLICATION FORM**

Complete sections 1 and 2 on the first page of the application form.

Complete section 3 which is on the top of the second page of the application. This tells the airport that the information you provided is true, complete, and correct.

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.

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		INFORMATION	(Please Fillit)					100000	
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Alias/Oth	ner Names Used	(included ALL	Previous Names, I	ncluding Mai	den, Nicknam	e, or Aliases)			
Mailing A	ddress				City		St	tate	Zip Code
Phone Nu	ımber		Email address		'		Social	Security # (Opti	ional for AOA <u>Only</u> )
Gender	Race	Height	Weight	Hair Color	Eye Color	Date of Birth	State	and Country of I	Birth
Citizensh	ip Country	Passport # (I	J.S. Passport Only)			itizen Not Born In the U.S aturalization Birth	Abroa om 135		_
	e Not A U.S. Citi: Registration #:	zen, Provide:		and/or Non	ı İmmigrant Vi	isa#:	and/or	4 Form #	
SECTION	2 - CRIMINAL HI	STORY (To Be	Completed by SIDA	A and STERIL	Applicants O	inly)			
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SECTION :	3 – APPLICANT (								
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Signatur	re			Date of Bir	th	SSN and Full Nam	P		

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

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

Your Signatory Authority will also complete Section 6 which pertains to your required Fingerprint-based Criminal History Records Check (CHRC). Once Section 6 has been completed your Signatory Authority will return the application to you.

Applio	cant's Last Name		Applicant's First Name		Applicant's Midd	le Name
pons	oring Entity		Affiliation: Employee	Customer	Employee Title/V	endor Name
Δ.			Vendor Other:		<u> </u>	
Α.	ACCESS MEDIA – Comple  1) Badge Status	2) Badge Type	Designated Area	r AOA Only	l at	Additional Media
	New	SIDA Secure	Hangar 1		ove All	Additional Media
	Renewal	Sterile	☐Hangar 2	□ Northeast □ Ti	Down	Airport Keys: Yes No
	Secondary Replacement	AOA (indicat designated area:		Atlantic T-	Hangar	□AOA Contracto
			•		- 1	AOA Master
в.	ACCESS POINTS – Select	One Group Within Sign	atory Authority	Gates/Doors	•	All Vehicles Gates
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		oor(s) Esteuriere				
c.	SIGNATORY AUTHORITY	ATTESTATION				
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			es his/her security responsibil		5(a).	
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### **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 the badging process, outlined below.

#### SANTA BARBARA AIRPORT APPLICATION FOR AIRFIELD DRIVING PRIVILEGES (this form to be completed by your organization's Signatory Authority) 1. APPLICANT INFORMATION: DRIVERS LICENSE NO AFFILIATION: EMPLOYEE CUSTOMER VENDOR BADGE STATUS SIDA BADGE - Applicant is in the process of applying for a SIDA Badge Applicant is a SIDA Badge Holder AOA BADGE - Applicant is in the process of applying for an AOA Badge Applicant is an AOA Badge Holder 2. DRIVING PRIVILEGE TYPE - INDICATE THE TYPE OF DRIVING PRIVILEGE THE APPLICATION RAMPS-NON MOVEMENT AREA: (indicate below whether the driving privilege is for a SIDA on SIDA on SIDA badge in SIDA Badge Holders (SIDA Ramp) AOA Badge Holders (General MOVEMENT AREA - authorizes driving in areas requiring ATC tower clearance such as runways, taxings and safety areas. PROJECT SPECIFIC - authorizes driving only in those areas pertaining to the pro-TRAINING CERTIFICATION - INDICATE THE TRAINING PROMOED, OR TO BE PROMOED SIDA Badge Holders/Applicants - I certify that I have iministent and the applicant has successfully passed the SIDA Ramp driving test with score of 80% or higher. AOA Badge Holders/Applicants — I certify that ladge Holders/Applicants — Learny and I will issue the applicant a General Aviation and Access vehicle Permit once the applicant receives an AOA Bill will provide the applicant with the terms and conditions of the lamp Access Vehicle Permit. I will provide the Applicant with instructions recording as safe operation of vehicles on an aviation ramp. I will deliver a copy of the General Aviation Rain. Access Vehicle Permit Application to the Airport Department. le Permit once the applicant receives an AOA Badge. 4. I will deliver a copy of the @ MOVEMENT AREA- I certify that: equired under 14 CFR 139.329(e) which included: I have provided the applicant with driver training Airport familiarization, including airport markers, lighting and signs systems. Procedures for access to a perations in, including and safety areas. Airport communications FCT and CTX frequencies and instruction in the procedures for reporting unsafe airport conditions. Applicant has a need to drive on a ent area and I request a SCAN class for applicant. PROJECT SPECIFIC – I certify that f a project cant has a need to on e in the area(s) described below. I repost that the applicant reco SCAN training from the Airport Department. be draing in are as follows: 4. SIGNATORY AUTHORITY CERTIFICATION I certify that I have personally reviewed each item in this application and approve the items requested for (applicant's name) Name (Print): Signature: Date: INSTRUCTIONS TO APPLICANTS NEEDING SCAN CLASS – Tender this application to the Badging Office when you submit your Application For Access Media (make sure it's signed by your Signatory Authority). The Badging Office will complete the "SCAN CLASS INFORMATION" section at the bottom of this form and return the form to you. Once your SCAN training has been authorized by the Badging Office please have your Signatory Authority call (805) 882-6005 to schedule a SCAN class for you. Your SCAN instructor will need to see this form to verify that the Badging Office has authorized you to receive this training. The instructor will also need to sign this form to certify that you attended the class. Once this form is signed by the instructor please return it to the Badging Office. AIRPORT DEPARTMENT USE ONLY DTD Information SCAN Class Information Completed by Date Digital Transmitter Issued: SCAN class not required YES, DTD Number is\_ Applicant can proceed with SCAN class NO, DTD not required for this applicant Signatory signature verified by Completed by: SCAN training completed

# **BADGING PROCESS**

1. <u>Make an Initial Appointment</u> – Call the badging office at (805) 681-6385 to set up an appointment and to start the badging process. A standard fee of \$40 will be collected at your appointment (if applicable). **The badging office only accepts payments in the form of cash and checks.** 

The badging office is located at: 601 Firestone Road, Santa Barbara, CA 93117

### 2. Required Forms

- a. <u>Application For Access Media</u> 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. <u>Application For Driving Privileges (if applicable)</u> 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. <u>Privacy Act Notice</u> 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. <u>Terms and Conditions</u> –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. <u>Bring The Correct Identification</u> 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. <u>Bring Two Pieces of Identification</u> 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" below contains documents that satisfy both 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.

LIST A  Documents that Establish Both Identity and Employment Authorization	OR	LIST B  Documents that Establish Identity ANI	LIST C Documents that Establish Employment Authorization		
<ol> <li>U.S. Passport or U.S. Passport Card</li> <li>Permanent Resident Card or Alien Registration Receipt Card (Form I-551)</li> <li>Foreign passport that contains a temporary I-551 stamp or temporary I-551 printed notation on a machine- readable immigrant visa</li> <li>Employment Authorization Document that contains a photograph (Form I-766)</li> </ol>		Driver's license or ID card issued by a State or     withing passaging of the United States.	A Social Security Account Number card, unless the card includes one of the following		
		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	restrictions: (1) NOT VALID FOR EMPLOYMENT		
		ID card issued by federal, state or local government agencies or entities, provided it contains a photograph or information such as	(2) VALID FOR WORK ONLY WITH INS AUTHORIZATION  (3) VALID FOR WORK ONLY WITH DHS AUTHORIZATION		
		name, date of birth, gender, height, eye color, and address	2. Certification of report of birth issued by the		
<ul><li>5. For an individual temporarily authorized to work for a specific employer because of his or her status or parole:</li><li>a. Foreign passport; and</li></ul>		3. School ID card with a photograph	Department of State (Forms DS-1350, FS-545, FS-240)		
		4. Voter's registration card	Original or certified copy of birth certificate		
		5. U.S. Military card or draft record	issued by a State, county, municipal authority, or territory of the United States		
<b>b.</b> Form I-94 or Form I-94A that has		6. Military dependent's ID card	bearing an official seal		
the following:  (1) The same name as the		7. U.S. Coast Guard Merchant Mariner Card	Native American tribal document		
passport; and		8. Native American tribal document	5. U.S. Citizen ID Card (Form I-197)		
(2) An endorsement of the individual's status or parole 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		Driver's license issued by a Canadian government authority	6. Identification Card for Use of Resident Citizen in the United States (Form I-179)		
		For persons under age 18 who are unable to present a document listed above:	7. Employment authorization document issued by the Department of Homeland Security  For examples, see <u>Section 7</u> and <u>Section 13</u> of the M-274 on <u>uscis.gov/i-9-central</u> .		
		10. School record or report card			
		11. Clinic, doctor, or hospital record	The Form I-766, Employment		
		12. Day-care or nursery school record	Authorization Document, is a List A, Item Number 4. document, not a List C document.		

- 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 and CHRC Submission:

The badging office will submit your STA and CHRC (if applicable)

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

Your badge can only be issued after:

- a. Your Criminal History Records Checks results have been received showing no disqualifying offenses, <u>AND</u>
- b. The TSA has conducted and approved a Security Threat Assessment, AND
- c. You have completed the required training.

<u>Fingerprint Based Criminal History Records Check (CHRC)</u> – Personnel at the Badging Office will take your fingerprints for your CHRC. You will not need to be fingerprinted if your Signatory Authority certified in Section 6 of your application that you have already been fingerprinted and have no disqualifying offenses. 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. The only organizations that are authorized to make this sort of certification are airlines and government entities.

<u>Security Threat Assessment (STA)</u> – 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.

<u>Federal Employee Exemption</u> – If you are a Non-Law Enforcement federal employee, and presented your Federal Identification, you may receive your SIDA badge pending STA results if your CHRC results show no disqualifying offences and you have completed the required training.

<u>STA AND CHRC RESULTS</u> – The badging office will contact you once your CHRC and/or 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 either your STA or CHRC you can request information regarding redress procedures.

7. <u>Security Training</u> –You must complete all required training courses regarding airport security and driving privileges (if applicable) before receiving your SIDA 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 an in-person check ride. **NOTE: You cannot receive the training until you have cleared both your CHRC and your STA.** 

<u>Federal Employee Exemption</u> – If you are a Non-Law Enforcement federal employee you can receive the training pending the results of your STA if there are no disqualifying offences in your CHRC results.

## 8. Final Appointment/Badge Issuance-

Once you have completed your training you are ready to set up your final badging appointment where you will be issued your SIDA badge.

#### SIDA BADGING FLOW CHART

#### COMPLETE APPLICATION FOR ACCESS MEDIA

#### **SIGNATORY REVIEW**

Have your Signatory review your application and identity documents. If your documentation is in order, your Signatory will complete and sign all applicable sections of your application.

#### MAKE AN APPOINTMENT WITH THE BADGING OFFICE

At your scheduled appointment submit:

- 1. Application for Access Media
- 2. Driving Rights Application (if applicable)
- 3. 2 original forms of identification (See I-9 List)
- 4. Privacy Notice
- 5. Terms and Conditions
- 6. Notice of Responsibilities

#### SECURITY THREAT ASSESSMENT (STA) & CRIMINAL HISTORY RECORDS CHECK (CHRC)

Badging Office will submit your information to the TSA for your Security Threat Assessment (STA) and your fingerprints for your Criminal History Records Check (CHRC). Results are generally received in 2-14 days. Applicants born outside the US, or who provide incomplete information, may take longer.

