



How do I get a Juneau International Airport SIDA, STERILE or 135AOA badge?

Print this checklist to help you through the process:

1) **Badge Application Form:**

Complete the “Badge Application Form SIDA, 135-AOA, STRL.” You MUST download and print it from the Juneau International Airport website:

<https://juneau.org/airport/badging>.

(The badging office does not provide applications, study guides, tests, or answer sheets. These can be obtained from the airport's website above.)

2) **Signatures:**

The application form must be signed by you and your company’s Authorized Signatory on file for your company. Your signature (but not the Company Rep’s) must be witnessed by the Badging Officer. Email badging@jnuairport.com if you are not sure who is your the Authorized Company Signatory.

3) **Tests:**

Complete the Restricted Area test (Airfield Ramp Driver’s test and Fuel Handler test if applicable). You must print them from the Juneau International Airport website:

<https://juneau.org/airport/badging>

4) **Make Badging Appointment:**

Make an appointment at <https://juneau.org/airport/badging> to submit your application form, any tests and get fingerprinted.

(My 1st appointment is: DATE: _____, at TIME: _____).

5) **1st Visit:**

Bring the application and test(s), as well as two forms of approved identification from the provided list.

6) **Processing:**

Badging Office will process the application. Once a clearance is received from the Transportation Security Administration, you will be notified by email to schedule a 2nd appointment to issue the badge. 2nd appointment can be scheduled at <https://juneau.org/airport/badging>

(My 2nd appointment is: DATE: _____, at TIME: _____).

7) **2nd Visit:**

Badging Office will photograph you, and issue your badge. Bring with you the following payment, unless your company has made other payment arrangements: Badge Deposit \$50, Badge Fee \$50, Fingerprint fee \$75 (SIDA/Sterile), Access Card \$15.

(Email badging@jnuairport.com to check for any payment arrangements)

LISTS OF ACCEPTABLE DOCUMENTS

All documents containing an expiration date must be unexpired.

* Documents extended by the issuing authority are considered unexpired.

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

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

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 an individual temporarily authorized to work for a specific employer because of his or her status or parole: <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 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 	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 <p style="text-align: center;">For persons under age 18 who are unable to present a document listed above:</p> <ol style="list-style-type: none"> 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 report of birth issued by the Department of State (Forms DS-1350, FS-545, FS-240) 3. Original or certified copy of birth certificate issued by a State, county, municipal authority, or territory of the United States bearing an official seal 4. Native American tribal document 5. U.S. Citizen ID Card (Form I-197) 6. Identification Card for Use of Resident Citizen in the United States (Form I-179) 7. Employment authorization document issued by the Department of Homeland Security <p style="margin-left: 20px;">For examples, see Section 7 and Section 13 of the M-274 on uscis.gov/i-9-central.</p> <p style="margin-left: 20px;">The Form I-766, Employment Authorization Document, is a List A, Item Number 4. document, not a List C document.</p>
<p>Acceptable Receipts</p> <p>May be presented in lieu of a document listed above for a temporary period.</p> <p>For receipt validity dates, see the M-274.</p>				
<ul style="list-style-type: none"> • Receipt for a replacement of a lost, stolen, or damaged List A document. • Form I-94 issued to a lawful permanent resident that contains an I-551 stamp and a photograph of the individual. • Form I-94 with "RE" notation or refugee stamp issued to a refugee. 	OR	<p>Receipt for a replacement of a lost, stolen, or damaged List B document.</p>	OR	<p>Receipt for a replacement of a lost, stolen, or damaged List C document.</p>

*Refer to the Employment Authorization Extensions page on [I-9 Central](#) for more information.