How do I get a Juneau International Airport SIDA badge?

Print this checklist to help you through the process:

1) ☐ **Badge Application Form:**
Complete the "Badge Application Form SIDA, 135-AOA, STRL, STRL-AOA." You can print it from the Juneau International Airport website: http://www.juneau.org/airport/badging.php.

2) ☐ **Signatures:**
The application form must be signed by 1) you, and 2) the Authorized Company Representative we have on file for your company. Your signature (but not the Company Rep's) must be witnessed by the Badging Officer. Call the Airport at 586-0957 if you are not sure who the Authorized Company Representative is.

3) ☐ **Tests:**
Complete the Restricted Area test (Ramp Operator test and Fuel Handler test as required by your company). You can print them from the Juneau International Airport website: http://www.juneau.org/airport/badging.php.

4) ☐ **Call Badging Office:**
Make an appointment to turn in the application form and test(s), and get fingerprinted. Call 586-0957 to make an appointment. (My 1st appointment is: DATE:_____, at TIME:_____).

5) ☐ **1st Visit:**
Bring the application and test(s), as well as approved identification from the list below.

6) ☐ **Processing:**
Badging Officer will process the application. Once the Badging Officer has received clearance from the Transportation Security Administration, he/she will then call you to set up a 2nd appointment to issue the badge. (My 2nd appointment is:
DATE: _____, at TIME: _____).

7) ☐ **2nd Visit:**
Badging Officer will photograph you, and issue your badge. Bring with you the following payment, unless your company has made other payment arrangements (call 586-0957 to check for any payment arrangement):
Deposit $50, Badge Fee $25, Fingerprint Fee $50, Access Card $10

LISTS OF ACCEPTABLE DOCUMENTS
All documents must be UNEXPIRED

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

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
1. U.S. Passport or U.S. Passport Card		**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		**1.** A Social Security Account Number card, unless the card includes one of the following restrictions: (1) NOT VALID FOR EMPLOYMENT (2) VALID FOR WORK ONLY WITH INS AUTHORIZATION (3) VALID FOR WORK ONLY WITH DHS AUTHORIZATION
2. Permanent Resident Card or Alien Registration Receipt Card (Form I-551)		**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		**2.** Certification of report of birth issued by the Department of State (Forms DS-1350, FS-545, FS-240)
3. Foreign passport that contains a temporary I-551 stamp or temporary I-551 printed notation on a machine-readable immigrant visa		**3.** School ID card with a photograph		**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. Employment Authorization Document that contains a photograph (Form I-766)		**4.** Voter's registration card		**4.** Native American tribal document
5. For a nonimmigrant alien authorized to work for a specific employer because of his or her status: **a.** Foreign passport; and **b.** Form I-94 or Form I-94A that has the following: (1) The same name as the passport; and (2) An endorsement of the alien's nonimmigrant status 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.		**5.** U.S. Military card or draft record		**5.** U.S. Citizen ID Card (Form I-197)
		6. Military dependent's ID card		**6.** Identification Card for Use of Resident Citizen in the United States (Form I-179)
		7. U.S. Coast Guard Merchant Mariner Card		**7.** Employment authorization document issued by the Department of Homeland Security
		8. Native American tribal document		
		9. Driver's license issued by a Canadian government authority		
		For persons under age 18 who are unable to present a document listed above:		
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		**10.** School record or report card		
		11. Clinic, doctor, or hospital record		
		12. Day-care or nursery school record		

Examples of many of these documents appear in Part 13 of the Handbook for Employers (M-274).

Refer to the instructions for more information about acceptable receipts.