



**INITIAL JNU AIRPORT GENERAL AVIATION (GA) BADGE APPLICATION**

Applicant Name: \_\_\_\_\_ DATE: \_\_\_\_\_

As the company authorized signatory I hereby request that (NAME), \_\_\_\_\_ be issued a Juneau International Airport (JNU) Security ID Badge, and hereby attest a need for unescorted access and that the applicant listed above has acknowledged their security responsibilities under 49 CFR 1540.105(a) by reading and signing the Airport Security Rules & Procedures.

Reason for Badge (check one):     **Hangar**             **Aircraft Tie-Down**

**Hangar/Tie-Down Sublease** (Tenant of Record: \_\_\_\_\_)  
(Sublease requires notification of the Airport Business Manager)

**Employee** (Company/Agency Name: \_\_\_\_\_)

**Other:** (Explain: \_\_\_\_\_)

A payment of \$100 (\$50 badging fees and \$50 refundable deposit), contractor payment of \$250 (\$50 badging fees and \$200 refundable deposit), is required as a condition of issuance of this badge. *Badge/access card must be renewed annually based on applicant's birthday. All badges must be renewed before the badge expires. After 30 days post expiration of badge, badge holder must start an initial application and forfeits the original deposit. The Airport does not send out renewal notices. Annual renewals must be done in-person with two (2) forms of ID (see I-9 List of Acceptable Documents).*

I agree to notify Airport Management within 24 hours of any change to my tenancy, employment or other reason why access is no longer required on the JNU GA AOA. Badge/access card(s) must be returned to the Airport at that time. Failure to notify or return badge/access card will be grounds for forfeiture of deposit. I further agree to notify Airport Management immediately if my badge/access card is lost, stolen, or destroyed. A payment of \$250 will be required prior to issuance of a replacement badge/access card (\$50 badging fee and \$200 lost badge fee). A \$40 fee will be required for worn/damaged badge replacement.

I understand that I am also required to notify the Airport immediately if I no longer meet the requirements for employment or authorized to be residing in the United States. ID badge/access card does not need to be displayed, but must be immediately available and presented upon request or challenge. Badge/access card will only be used by applicant. I understand that if I loan my badge/access card to anyone, escort another badge holder, or fail to comply with the policy/procedures set forth in this application, my badge/access may be revoked on the airport grounds. I understand that I will be held responsible for any fines, civil sanctions and/or prosecution resulting from a security violation or security breach by my actions.

**Badge Applications**

In accordance with 49 CFR 1542 and the JNU Airport Security Program:

1. The Applicant must complete or have the following prior to issuance of a security ID badge/media:
  - Two forms of identification; one photo ID, one work authorization (see Federal Form I-9)
  - A completed JNU Airport General Aviation GA Badge Application (this form) signed by an authorized signatory.
  - A completed Employee Identification Badge Procedures and Responsibilities form.
  - Undergo a Security Threat Assessment (STA)
  - Any required testing for respective badge or special authority/privileges.
2. The Employer confirms that the identity of the applicant was verified through the presentation of two forms of identification, one of which bore the applicant's photograph. This will be required again at the time of badging and/or fingerprinting, and during annual badge renewal.

An airport security badge is issued to support the applicant's official duties as a condition of their employment. The Juneau Airport has the authority and makes the final determination whether to grant, deny, or revoke a security badge at any time according to the Airport's Security Program pursuant to 49 CFR 1542.209. The Juneau Airport Manager reserves the right to conduct a further investigation of a badge holder at the cost of their employer. Fraudulent claims are punishable to the full extent of the law. **The authorized signatory must ensure that this form has been completed by the applicant in its entirety before signing.**

Applicant: \_\_\_\_\_

Company Authorized Signatory: \_\_\_\_\_

*(Original Signature Only)*

*(Required for Sublease/Employee Badge)  
(Original Signature Only)*



## BADGE REQUEST APPLICATION - APPLICANT INFORMATION

### PERSONAL INFORMATION

Applicant Name: \_\_\_\_\_ Aliases/Maiden \_\_\_\_\_  
Mailing Address: \_\_\_\_\_ Residence: \_\_\_\_\_  
(If different from mailing)  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Male  Female  X/Unspecified  Height \_\_\_\_\_ Weight \_\_\_\_\_ Hair Color \_\_\_\_\_ Eye color \_\_\_\_\_  
Race: Asian  Black  Native American  Caucasian/Latino  Other/unknown   
Home Phone: \_\_\_\_\_ Cell: \_\_\_\_\_ Work Phone: \_\_\_\_\_  
Email: \_\_\_\_\_

### CITIZENSHIP INFORMATION

Please bring selected original copy of the identification documentation listed below

#### Country of Citizenship:

U.S. CITIZEN (Naturalized or Born Abroad)

a. U.S. Passport Number: \_\_\_\_\_

b. Certification of Naturalization  
Number (ARN or INS): \_\_\_\_\_

c. Certificate/Consular of Birth  
Abroad (Form DS-1350): \_\_\_\_\_

Non-U.S. Passport Number: \_\_\_\_\_  
Non-U.S. Passport Country: \_\_\_\_\_

#### State & Country of Birth:

NON-U.S. CITIZEN:

a. Non-Immigrant Visa Control  
Number (top right corner): \_\_\_\_\_  
Country of Passport: \_\_\_\_\_  
Passport Number: \_\_\_\_\_

b. Alien Registration Number (ARN): \_\_\_\_\_

c. I-94 Arrival/Departure  
Form Number: \_\_\_\_\_

### EMPLOYER INFORMATION

Employer Name: \_\_\_\_\_

Position or Title: \_\_\_\_\_ Employer Phone: \_\_\_\_\_

Employer Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

- The information I have provided is true, complete, and correct to the best of my knowledge and belief and is provided in good faith. I understand that a knowing and willful false statement can be punished by fine or imprisonment or both (see Section 1001 of Title 18 of the United States Code)
- "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 any representation that I know is false to obtain information from Social Security records, I could be punished by a fine or imprisonment or both.

Signature: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

SSN and Full Name: \_\_\_\_\_

## Airport Security Rules, Responsibilities & Procedures

Applicant Name (Print): \_\_\_\_\_

Date: \_\_\_\_\_

### Security Responsibilities (CFR 1540.105.a):

- No badge holder may tamper or interfere with, compromise, modify, attempt to circumvent, or cause a person to tamper or interfere with, compromise, modify, or attempt to circumvent any security system, measure or procedure as part of the Airport Security Plan.
- No badge holder may enter, or be present within, a secure or restricted area without complying with the systems, measures, or procedures being applied to control access to, or presence or movement in such areas.
- No badge holder may use, allow to be used, or cause to be used, any airport-issued or airport-approved access material or identification material that authorizes the access, presence, or movement of persons or vehicles in a secure or restricted area in any manner than that for which it was issued by the Airport.

Applicant Initials: \_\_\_\_\_

### Gate/Door Use and Access Rules:

- SIDA, Sterile, and 135-AOA badges must be displayed at all times while in those areas. GA-AOA badges do not need to be displayed, but must be immediately available upon request.
- Users shall take the most expeditious route between access gate/door and place of business, hangar, or tie down. Vehicles and individuals are not allowed on runway or taxiways. No person or vehicle may be on the main ramp or transit between the East and West sides of the AOA unless authorized by Airport Management.
- Badges/access cards may not be given out or loaned to anyone at any time.
- User shall notify Airport Management or Airport Police immediately if a badge is lost or stolen. Badge holders will be assessed the replacement badge/card fee.
- All badges have an expiration date, generally for one year. All badges/access cards will expire on the badge holder's birthday unless renewed prior to that date, or an alternate date has been authorized by Airport Management. Badge/access cards automatically de-activate upon expiration.
- User shall notify Airport Management or Airport Police immediately if they no longer have a need to access the Restricted Areas. Badge/access card shall be returned to the Airport at such time.
- Upon entering or exiting a gate/door, you must **STOP and WAIT** for gate/door to close before departing. The exception to the rules is if there is more than one person/vehicle **exiting** the Restricted Area. **The last exiting person/vehicle must ensure that the gate/door has closed behind them prior to leaving the area.** If you open a door/gate... YOU are responsible for unauthorized entry.
- Failure to follow proper access procedures or airfield rules may result in fines in excess of **\$10,000 per incident**. Both City and Borough of Juneau and Federal fines may be assessed to violators.
- Badges/access cards are the property of the Juneau International Airport and may be confiscated or de-activated at any time by the Airport believes that it is in the best interest of the security or safety of the Airport.
- The Airport may be directed by the Department of Homeland Security (Transportation Security Administration) to limit or close access into all or part of the airport perimeter during times of national emergency or heightened security threat levels. The Airport will make every effort to notify users of such occurrence.
- User must report any malfunctioning gate or suspicious persons/vehicles within a Restricted Areas immediately by notifying **Airport Police (586-0899), Airfield Maintenance (789-4001) or Airport Management (789-7821)**.
- User operates gates/doors entirely at their own risk and are responsible for the costs to repair or replace gates/doors or other property on the airport which they, or anyone they escort, damage; including their own vehicle/property.

Applicant Initials: \_\_\_\_\_

## Airport Security Rules, Responsibilities & Procedures

### Escort Authority:

- Escort may only be performed by a badge holder in areas authorized by the badge type:
  - SIDA may escort in the SIDA, Sterile, 135-AOA or GA-AOA; if authorized (see #2 below)
  - Sterile-AOA may escort in the Sterile Area and 135-AOA ramp; if authorized (see #2 below)
  - Sterile may escort in the Sterile Area only (no ramp privilege); if authorized (see #2 below)
  - 135-AOA may escort in the 135-AOA ramp or GA-AOA areas only
  - GA-AOA may escort in the GA-AOA area only (general aviation area)
- SIDA, Sterile-AOA, Sterile, and 135-AOA area badged individuals must be authorized to provide escort. SIDA, Sterile-AOA, Sterile, and 135-AOA area individuals must display escort authority ("EA") on their badge. GA-AOA do not need this authorization on their badge but will still be trained in escort procedures.
- Escort of unauthorized person(s) is only for those persons with a need to be in a Restricted Areas, including:
  - Escort of contractor for repair or work
  - Escort of another employee during their training period
  - Escort of a (screened) vendor
  - Escort of a ticketed (and screened) passenger
  - Escort of emergency personnel, armed law enforcement or special security personnel
  - Escort for other reasons as approved by Airport Management
- Know who you are escorting. Request photo identification (unless known) and request work credentials or paperwork (unless known).
- Escort authority may only be transferred to another badge holder with escort authority for that area.
- Escort is only for unauthorized persons, not for a badge holder who has lost/forgotten their badge or a badge holders that badge has expired.
- Vehicles may be escorted under the same escort procedures.
- Escort must notify the Airport or Airport Police of unusual activity or possible threatening situations.
- Escort authority may be suspended or revoked by the Airport at any time. Escort authority is a privilege.

Applicant Initials: \_\_\_\_\_

### Challenge Procedures:

- All badge holders are required to challenge persons in any Restricted Areas. SIDA, Sterile-AOA, Sterile, and 135-AOA badges must be displayed at all times while in those areas; GA-AOA badges must be on the badge holders' person when within a restricted area and produced upon request.
- Ensure that the individual has a badge or credential appropriate to the area that they are in. If they cannot produced a badge or credential, ask if they are under escort of another badge holder. If they are not under escort, challenger shall escort the individual out of the Restricted Area and notify Airport Police immediately of any intentional breach.
- Any badge or credential produced upon request must have a photo which matches the individual, and be current (not expired). Credentials include Federal Inspectors (FAA, TSA, CBP, etc.), Law Enforcement, and Airline crew (Alaska Airlines, Delta Air Lines, etc.).

Applicant Initials: \_\_\_\_\_

I have read and acknowledge the rules, responsibilities, and procedures as stated above.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date