



JNU AIRPORT BADGE RENEWAL APPLICATION

Applicant Name: [Redacted]

AUTHORIZED SIGNATORY SECTION

As the company authorized signatory I hereby request that (NAME), [Redacted] 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.

Form containing sections: AUTHORIZED SIGNATORY ONLY (Employee Status, Access level), Endorsements Needed, EMPLOYER INFORMATION (Employer Name, Position, Address, etc.), and a signature section with a date field.

The authorized signatory must ensure that this form has been completed by the applicant in its entirety before signing.

A payment of \$40 (Renewal fee), 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.

The agency / company agrees to notify the Airport Police within 24 hours upon termination of this employee and forfeit the deposit to the airport should the employee terminates employment without returning their ID Badge.

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.



SECURITY IDENTIFICATION BADGE PROCEDURES AND RESPONSIBILITIES

- **Badges issued** shall be used for On-Duty and official work related duties only. Personal / Off-Duty use of a security badge is grounds for revocation. _____ (Initials)
- **Do Not Loan** Your Badge to anyone, even a co-worker. _____ (Initials)
- **Badges must be displayed** at all time while on the 135-AOA, Sterile Area, and SIDA ramps or in other SIDA badge display areas, including air cargo building and baggage make-up areas. _____ (Initials)
- **Badges are the property of the Juneau International Airport** and may be suspended, revoked or denied access at any time. Additionally, security badges must be surrendered immediately upon demand of the airport. _____ (Initials)
- **A Badge holder must** understand the type of information required on badges or credentials (airline crew members or federal inspectors / agents) in the SIDA, Sterile Area, 135-AOA areas, and ensure they are current and valid. _____ (Initials)
- **A Badge holder shall “challenge”** any person in the SIDA, Sterile Area or 135-AOA who is not displaying a proper security badge or credential, and who is not under escort. _____ (Initials)
- **A Badge holder shall report** security breaches or suspicious activity/persons immediately to the Airport Police. _____ (Initials)
- **All badge holders must swipe their badge** prior to entering the restricted or secure areas. When multiple employees enter through a secured door/gate at the same time, each employee must ensure the next person is authorized to access that area and entry is permitted through the access control system prior to handing off access control. _____ (Initials)
- **A Badge holder shall** ensure that no one gains unauthorized entry through gates or doors while entering or exiting a restricted or secured area (Piggybacking). Ensure doors and gates close securely behind you. _____ (Initials)
- **A Badge holder must have “EA”** icon on their badge to provide escort in restricted and secured areas. _____ (Initials)
- **An Escorted person** must be under your control at all times by being within sight and sound. _____ (Initials)
- **A Badge holder must have** an Airfield Driver’s Endorsement on their security badge to drive on the ramps. _____ (Initials)
- **Report lost or stolen badges** immediately to Airport Police. Fees apply for lost or stolen badges. _____ (Initials)
- **Badges must be returned** to the airport upon termination of employment. _____ (Initials)
- **Employee Parking Lot** use is restricted to on-duty employee use only. If a vehicle is parked for more than 24 hours without Airport Manager approval, arrangements must be made to move the vehicle or it will be towed at the owner’s expense. _____ (Initials)
- **A Badge holder is responsible** for any fines, civil sanctions and/or prosecution resulting from a security infraction, violation or security breach by the badge holder. _____ (Initials)
- **Badge must be worn** on the outermost clothing and above the waist. _____ (Initials)
- **Using your JNU Security Badge** to bypass a TSA Screening Checkpoint to catch a flight is a violation – **Everyone MUST** go through a TSA passenger screening checkpoint to board a flight with any accessible property they intend to carry onboard the aircraft AND must remain in the sterile area after entering. _____ (Initials)
- **A Badge holders are required** to have a legitimate and operational work related reason for being in a restricted or secured area of the airport. For instance, you cannot enter a secure or restricted area to see friends or family off on their flight. _____ (Initials)
- **A Badge holder may not** escort another badge holder. Note: A badge holder with an expired ID is still a badge holder and may not be escorted. _____ (Initials)
- **SCREENING NOTICE:** Any employee holding a credential granting access to a Security Identification Display Area may be screened at any time while gaining access to, working in, or leaving a Security Identification Display Area. _____ (Initials)
- I, the undersigned have read and understand and will comply with the above Security Identification Badge Procedures and Responsibilities. Failure to comply may result in the suspension or revocation of a Security Identification Badge and/or fines.

Applicant Signature

Date



BADGE REQUEST APPLICATION - APPLICANT INFORMATION

PERSONAL INFORMATION

(Complete if there are any changes from the date of last renewal)

Applicant Name: _____ Aliases/Maiden: _____

Mailing Address: _____ Residence: _____
(If different from mailing)

City: _____ State: _____ Zip: _____

Home Phone: _____ Cell: _____

Social Security Number: _____ Date of Birth: _____ Country of Birth: _____

Citizenship: _____ Height: _____ Weight: _____ Hair Color: _____

Passport Country: _____

Date of Issuance: _____

Passport Number: _____

Expiration Date: _____

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.

Applicant Signature: _____

Date: _____

SSN and Full Name: _____

Federal regulations under 49 CFR 1542.209 impose a continuing obligation to disclose to the Airport within 24 hours, of an employee who is convicted of any disqualifying criminal offense that occurs while having unescorted access authority.

(Employee Initial)

(Company Authorized Signatory Initial)

1. The Applicant must complete the following prior to renewal of a security ID badge/media:

- Two forms of identification; one photo ID, one work authorization (see Federal Form I-9)
- A completed Employer ID Badge Request Form (this form) signed by an authorized company representative.
- A completed Employee Identification Badge Procedures and Responsibilities form.
- Any required testing for respective badge or special authority/privileges.
- Undergo a Security Threat Assessment (STA)

2. SIDA, Sterile-AOA, and Sterile badge applicants must submit to an FBI Fingerprint Criminal History Records Check (CHRC), which will be administered by the Juneau International Airport



Privacy Act Statement

Printed Name: _____

Authority: 49 U.S.C. §§114, 44936 authorizes the collection of this information.

The Department of Homeland Security (DHS) will use the biographical information to conduct a security threat assessment to evaluate your eligibility for the program to which you are applying.

Your fingerprints and associated information/biometrics will be provided to the Federal Bureau of Investigation (FBI) for the purpose of comparing your fingerprints to other fingerprints in the FBI's Next Generation Identification (NGI) system or its successor systems (including civil, criminal, and latent fingerprint repositories). The FBI may retain your fingerprints and associated information/biometrics 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.

DHS will also transmit the fingerprints for enrollment into the USVISIT's Automated Biometrics Identification System (IDENT). If you provide your Social Security Number (SSN), DHS may provide your name and SSN to the Social Security Administration (SSA) to compare that information against SSA's records to ensure the validity of your name and SSN.

Routine Uses: This information may be shared with third parties during the course of a security threat assessment, employment investigation, or adjudication of a waiver or appeal request to the extent necessary to obtain information pertinent to the assessment, investigation, or adjudication of your application or in accordance with the routine uses identified in the Transportation Security Threat Assessment System (T-STAS), DHS/TSA 002.

For as long as your fingerprints and associated information/biometrics are retained in NGI, your information may be disclosed pursuant to your consent or without your consent as permitted by the Privacy Act of 1974 and all applicable Routine Uses as may be published at any time in the Federal Register, including the Routine Uses for the NGI system and the FBI's Blanket Routine Uses.

Please Note: As of June 20, 2021, the airport must notify all individuals who have successfully completed a FBI Criminal History Records Check (CHRC) to obtain an airport-issued ID that individuals who violate aviation security requirements resulting in ID media revocation, will be added to the Centralized Revocation Database (CRD) for a period of five years.

I have read and acknowledge this Privacy Act Statement:

(Signature)

(Date)