



**INITIAL JNU AIRPORT BADGE APPLICATION**

Requesting Airline, Agency or Company:  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.

<b>AUTHORIZED SIGNATORY ONLY</b>			
Employee Status (check one) →	<input type="checkbox"/> Year Round (Full Time/Part Time)	<input type="checkbox"/> Seasonal (until _____)	
Access level required (check one) →	<input type="checkbox"/> SIDA	<input type="checkbox"/> Sterile-AOA	<input type="checkbox"/> Sterile <input type="checkbox"/> 135-AOA
Endorsements Needed (Check as many as apply)			
<input type="checkbox"/> Escort Authority	<input type="checkbox"/> Airfield Ramp Driver Endorsement	<input type="checkbox"/> Aircraft Fuel Handler Endorsement	

A payment of \$100 (\$50 badging fee and \$50 refundable deposit (\$15 fee for proximity card if issued) is required. Contractor badges are \$50 badging fees with a \$200 deposit (\$15 fee for proximity card and \$75 fingerprinting fee for SIDA/Sterile badges) if required. 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).

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. Also agreed is to notify Airport Police or Airport Management immediately when security badge is lost, stolen, or destroyed. A fee of \$250 will be required prior to issuance of a replacement badge (\$50 Badge Fee, \$200 Lost Badge Fee). Employers and signatories are also required to notify the Airport Management immediately if an employee no longer meets the requirements for employment in the United States.

**Badge Applications**

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

- 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 Employer ID Badge Request Form (this form) signed by an authorized company representative.
  - A completed Employee Identification Badge Procedures and Responsibilities form.
  - A completed Standard ID Badge Request Form which includes the applicant's full name, including any aliases or nicknames;
  - A completed Prior Convictions form.
  - Undergo a Security Threat Assessment (STA)
  - Any required testing for respective badge or special authority/privileges.
- SIDA, Sterile-AOA, and Sterile badge applicants must submit to an FBI Fingerprint Criminal History Records Check (CHRC) which will be administered by Juneau International Airport.
  - If the employee's fingerprint CHRC reveals any convictions or they have been found not guilty by reason of insanity for any of the disqualifying crimes listed in 49 CFR 1542.209, the Airport may deny the applicant's request for a security badge.

**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.**

(Applicant) <input type="text"/>	(Company Authorized Signatory Initial) <input type="text"/>
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- 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.**

<input type="text"/>	<input type="text"/>
(Applicant's Original Signature Only)	(Authorized Signatories Original Signature Only)



## 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 swipe their badge prior to entry. \_\_\_\_\_ (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

Applicant Name: \_\_\_\_\_ Aliases/Maiden: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ Residence: \_\_\_\_\_  
(If different from mailing)

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

Male  Female  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:

#### State & Country of Birth:

#### 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: \_\_\_\_\_

#### 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: \_\_\_\_\_

## TSA Security DISQUALIFYING CRIMES Questionnaire and Applicant Certification

Before you can be granted unescorted access to the Security Identification Display Area (SIDA) or Sterile Area, you must provide one set of legible fingerprints, which are sent to the Federal Bureau of Investigation (FBI) for a criminal history records check (CHRC). You are not compelled to provide fingerprints. If you chose not to provide fingerprints, the airport cannot issue a badge to you. **Please complete the questionnaires below:**

### TSA CRIMINAL HISTORY QUESTIONNAIRE – 49 CFR 1542.209

Have you ever been convicted (under Federal Law “deferred adjudication” or similar outcome is considered a conviction), entered a plea of *nolo contendere* or been found not guilty by reason of insanity, of any of the crimes listed below in the last 10 years? Please check the appropriate box by each crime description. If you answered “YES” to any of the crimes, do not proceed with fingerprinting. Consult with your authorized signer.

List of Crimes	YES	NO	List of Crimes	YES	NO
Forgery of certificates, false marking of aircraft, and other aircraft registration violation (49 U.S.C. 46306)			Unlawful possession, use, sale, distribution, or manufacture of an explosive or weapon.		
Interference with air navigation (49 U.S.C. 46308)			Extortion		
Improper transportation of a hazardous material (49 U.S.C. 46312)			Armed or felony unarmed robbery		
Aircraft piracy (49 U.S.C. 46502)			Distribution of, or intent to distribute, a controlled substance		
Interference with flight crew members or flight attendants (49 U.S.C. 46504)			Felony arson		
Commission of certain crimes aboard aircraft in flight (49 U.S.C. 46506)			Felony involving a threat		
Carrying a weapon or explosive aboard aircraft (49 U.S.C. 46505)			<b>Felony involving:</b>	YES	NO
Conveying false information and threats (49 U.S.C. 46507)			• Willful destruction of property		
Aircraft piracy outside the special aircraft jurisdiction of the United States (49 U.S.C. 46502(b))			• Importation or manufacture of a controlled substance		
Lighting violations involving transporting controlled substances (49 U.S.C. 46315)			• Burglary		
Unlawful entry into an aircraft or airport area that serves air carriers or foreign air carriers contrary to established security requirements (49 U.S.C. 46314)			• Theft		
Destruction of an aircraft or aircraft facility (18 U.S.C. 32)			• Dishonesty, fraud or misrepresentation		
Murder			• Possession or distribution of stolen property		
Assault with intent to murder			• Aggravated Assault		
Espionage			• Bribery; or		
Sedition			• Illegal possession of a controlled substance punishable by a maximum term of imprisonment of more than one (1) year		
Kidnapping or hostage taking			Violence at international airports (18 U.S.C. 37)		
Treason			Conspiracy or attempt to commit any of the aforementioned criminal acts		
Rape or aggravated sexual abuse					

By signing below, I am certifying that, within the past 10 years, I have **NOT** been convicted or found not guilty by reason of insanity of any of the TSA disqualifying crimes listed above, nor am I awaiting judicial (court) proceedings. I am also certifying the information provided above 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 on this application can be punished by fine or imprisonment or both. (See Section 1001 of Title 18 United States Code.) NOTE: Federal regulations under 49 CFR 1542-209(l) imposes a continuing obligation for badge holders to notify the Airport Security Coordinator within 24 hours of any conviction of any disqualifying crime or any pending judicial proceedings. JNU Security Badges must be surrendered upon demand.

If the criminal history check reveals a conviction of one or more of the disqualifying crimes in the past 10 years, you will not be granted approval and you will be notified of your appeal rights at that time. In the event the TSA determines that you do not meet the STA eligibility requirements, you will be contacted by the TSA and given the basis for the determination and information on how you may appeal the determination.

If there is any discrepancy or incorrect information contained in your criminal history record, you have 30-days to notify the JNU Airport Security Coordinator in writing of your intent to have the record corrected. You must then notify the Airport Security Coordinator when the record has been corrected so that a new investigation can be submitted. In order to correct your record, you must contact the law enforcement agency that provided the information. You may receive a copy of your criminal history record by sending a request in writing to: Security Coordinator, Juneau International Airport – 1873 Shell Simmons Dr. Ste. 200, Juneau, AK 99801.

Print FULL NAME:  Applicant’s Signature:  Date:

## 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.
- Badge holders have a continuing obligation to notify the airport of new criminal convictions.

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.
- 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 accessing 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 Initial

## 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 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: \_\_\_\_\_

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

\_\_\_\_\_  
Date



# 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)