



ROW AIRPORT IDENTIFICATION BADGE APPLICATION FOR SECURED, SIDA, AOA or TERMINAL

SECTION 1: APPLICANT INFORMATION

Type or print legibly. Complete all sections. Incomplete applications will be rejected. TSA Security Directive 1542-04-08 Series requires the individual to present their identity and work authorization document(s) approved for use in the "List of Approved Documents" attached to the most current "Form I-9, Employment Eligibility Verification," issued by the U.S. Citizenship and Immigration Service (see <https://www.uscis.gov/i-9-central/form-i-9-acceptable-documents>).

You must present identity and work authorization document(s) when submitting your application.

Airport Security ID Badge <input type="checkbox"/> New <input type="checkbox"/> Renewal ID Badge Type: <input type="checkbox"/> Secured <input type="checkbox"/> SIDA <input type="checkbox"/> AOA <input type="checkbox"/> Terminal Only		Driving Privileges: <input type="checkbox"/> YES <input type="checkbox"/> NO --- Non-Movement <input type="checkbox"/> YES <input type="checkbox"/> NO --- Movement Area		Area Escort Privileges: (complete section 3) <input type="checkbox"/> Yes <input type="checkbox"/> No		
Today's Date	Legal Last Name	Suffix	Legal First Name	Legal Middle Name		
Other Names Used (Including Maiden, Nicknames, Aliases)			Driver's License Number			
Last Name	First Name	Middle Name		State	Expiration: (MM/DD/YY)	
				Height ft. in	Weight Lbs.	
				Eye Color	Hair Color	
Mailing Address (PO Boxes are not acceptable)		City	State	Zip Code		
Race/Ethnicity	Primary Phone Number: <input type="checkbox"/> Home: _____ <input type="checkbox"/> Mobile: _____		Work Phone Number			
Social Security Number	Employer's Name	Employer's Address		Hire Date		
Place of Birth				Gender		
City	State	Country		<input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Non-Binary		
Citizenship Status (Country of Origin)			Date of Birth (MM/DD/YYYY)			
Birth Abroad Certificate <input type="checkbox"/> DS-1350 <input type="checkbox"/> FS-240 <input type="checkbox"/> FS-545			Alien Registration Number / I-94 Arrival/Departure Record Number			
List A Identity and Employment Authorization		*OR*	List B Identity	*AND*	List C Employment Authorization	
Document Title: Issuing Authority: Document Number: Expiration Date (if any) (mm/dd/yyyy):			Document Title: Issuing Authority: Document Number: Expiration Date (if any) (mm/dd/yyyy):		Document Title: Issuing Authority: Document Number: Expiration Date (if any) (mm/dd/yyyy):	
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Document Title: Issuing Authority: Document Number: Expiration Date (if any) (mm/dd/yyyy):						



SECTION 2: AUTHORIZED SIGNATORY AUTHORITY

This section **MUST** be completed by your company's authorized signatory authority. The authorized signature must be on file with the Airport Security Coordinator. If your company does not have an authorized signatory authority, please see the Airport Security Coordinator. Failure to have this signature or approval will result in your application being rejected.

Sponsor/Company Name

AUTHORIZED SIGNATORY CERTIFICATION

The authorized signatory needs to read and sign below:

By my signature I certify; that I am an authorized representative of the above named employer and as such may execute (sign) this application; that the foregoing information is true, accurate, and all information is verified; that the above named employer has authorized a fingerprint submission or has provided the Roswell International Air Center Airport written verification of proof that the employer has subjected the employee to a Criminal History Records Check (CHRC); has authorized the Airport Operator to collect information to conduct a Security Threat Assessment (STA) and is responsible for all application fees and charges; and that the employee's airport issued identification media will be returned upon request, termination, or when access is no longer required; that the above named employee is required to have access to secured areas of the airport; that the above-named employee requires escort authority (if applicable). 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 at: <http://uscode.house.gov/search/criteria.shtml>).

My company or agency will reimburse the Roswell Air Center Airport for any TSA fines levied against the Airport which are caused by the failure of the applicant to adhere to the **Airport Rules and Regulations, Airport Directives, or Security Policies** which are derived from the Airport Security Program. (ASP).

AUTHORIZING SIGNATORY NAME	(print)	Date
AUTHORIZING SIGNATORY SIGNATURE	X	

SECTION 3: ESCORT RULES AND REGULATIONS

ONLY Complete this section if you are requesting escort authority

- Only persons with unescorted access authority (persons who have been issued a Roswell Air Center ID Badge for that area) are permitted to escort. Only individuals with a white "E" on their badge are permitted to escort.
- Escorted persons must be continuously accompanied, in line of sight and, monitored while within the area. This includes all work areas, routes between the work area, any access point and includes any area inside the perimeter fence. As an escort, you must always be in positive control of the visitor(s) being always escorted and must be able to identify whether the escorted individual is engaged in activities other than those for which access was granted and be able to take action as described in #3 below.
- If the individual being escorted attempts any inappropriate or incorrect actions or attempts to go into any area where they (or you) are not permitted, you must be able to intervene and take action as follows:
 - Personally intervene and take action to correct the individual;
 - Contact the Airport Security Office or have someone contact the Airport Security Office on your behalf. As an alternative, law enforcement may be notified by calling 911.
 - Upon contacting the Airport Security Office and/or law enforcement, continue to monitor the individual and control the individual to the best of your ability until security and/or law enforcement arrive.
- Positive escort procedures apply. This means that you must be within both sight and hearing of the individual being escorted at all times.
- No more than FIVE (5) individuals may be escorted.
- Be aware that you are personally responsible and that your company is responsible for anyone that you escort. Failure to use proper escort procedures described the Airport Rules and Regulations and summarized in this document may result in the loss of your access privileges and in Federal fines against both you and your company.
- By my signature below, I acknowledge that I understand the Escort Rules and regulations contained herein and in the Airport Rules and Regulations and acknowledge that I will abide by these rules and regulations.

Signature	Date
X	
Print Full Name	



SECTION 4: PRIVACY ACT NOTICE

**The Privacy Act of 1974
5 U.S.C. 552a(e)(3)**

Authority: 6 U.S.C. § 1140, 46 U.S.C. § 70105; 49 U.S.C. §§ 106, 114, 5103a, 40103(b)(3), 40113, 44903, 44935-44936, 44939, and 46105; the Implementing Recommendations of the 9/11 Commission Act of 2007, § 1520 (121 Stat. 444, Public Law 110-52, August 3, 2007); and Executive Order 9397, as amended.

Purpose: The Department of Homeland Security (DHS) will use the biographic information to conduct a security threat assessment. Your fingerprints and associated information 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 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 your fingerprints for enrollment into US-VISIT 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 records to ensure the validity of the information.

DHS will also maintain a national, centralized revocation database of individuals who have had airport - or aircraft operator- issued identification media revoked for noncompliance with aviation security requirements. DHS has established a process to allow an individual whose name is mistakenly entered into the database to correct the record and have the individual's name expunged from the database. If an individual who is listed in the centralized database wishes to pursue expungement due to mistaken identity, the individual must send an email to TSA at Aviation.workers@tsa.dhs.gov.

Routine Uses: In addition to those disclosures generally permitted under 5 U.S.C. 522a(b) of the Privacy Act, all or a portion of the records or information contained in this system may be disclosed outside DHS as a routine use pursuant to 5 U.S.C. 522a(b)(3) including 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 TSA system of records notice (SORN) DHS/TSA 002, Transportation Security Threat Assessment System. For as long as your fingerprints and associated information 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.

Disclosure: Pursuant to § 1934(c) of the FAA Reauthorization Act of 2018, TSA is required to collect your SSN on applications for Secure Identification Display Area (SIDA) credentials. For SIDA applications, failure to provide this information may result in denial of a credential. For other aviation credentials, although furnishing your SSN is voluntary, if you do not provide the information requested, DHS may be unable to complete your security threat assessment.

INITIALS X

SECTION 5: SOCIAL SECURITY NUMBER RELEASE

I authorize the Social Security Administration to release my Social Security Number and full name to the Transportation Security Administration, Office of Intelligence and Analysis (OIA), Attention: Aviation Programs (TSA-10)/Aviation Worker Program, 601 South 12th Street, Arlington, VA 20598. I am the Individual to whom the information applies and want this information released to verify that my Social Security Number is correct. I know that if I make any representation that I know is false to obtain from Social Security records, I could be punished, fined or imprisonment or both.

I do not authorize the release of my Social Security Number.

***** NOTICE *** - If you do not disclose your Social Security Number, your Security Threat Assessment (STA) will be delayed, and your badge cannot be issued until an approval from TSA is submitted back to the Airport Operator. Failure to provide may prevent completion of the STA.**

Print Full Name	Date of Birth	SSN
Signature <u>X</u>		

SECTION 6 – DISCLOSURES, TERMS AND CONDITIONS

Please read the following disclosure carefully. Upon completion, please sign and date acknowledging that you have read and understand the pertinent information outlined.

I understand that the Roswell Air Center Airport Security Coordinator (ASC) will commence a FBI criminal history record check (CHRC) in accordance with Transportation Security Regulation, Part 1542.209 (Fingerprint-based Criminal History Records Checks).

I further understand that:

1. I may receive a copy of any criminal history record received from the FBI upon written request to the ASC.
2. Prior to making a final decision to deny authorization for unescorted access, the ASC will inform me that the FBI criminal history record check disclosed information that would disqualify me from unescorted access and the ASC will provide a copy of the record, if requested in writing.
3. I may contact the local jurisdiction responsible for the information and the FBI to complete or correct the information contained in the record before any final access decision is made, subject to the following conditions:
 - a. Within 30 days after being advised of disqualifying information, I must notify the ASC, in writing, of my intent to correct any information believed to be inaccurate. If no notification is received within 30 days, the ASC may make a Final access decision.
 - b. Upon my notification that a record has been corrected, the ASC must obtain a copy, or accept a copy from me, of the revised FBI record or a certified true copy of the information from the appropriate court, at no expense to the Roswell Air Center, prior to making a final decision on access status.
 - c. I will be notified that a final decision has been made to grant or deny authorization for unescorted access.
4. Criminal history record information provided by the FBI will be used solely for the purposes of access investigation, and no person shall disseminate the results of a criminal history record check to anyone other than authorized representatives, the ASC and myself.
5. The ASC will maintain a written record of the FBI criminal history record check until 180 days after the termination of my authorization for unescorted access.
6. I must disclose to the Airport Security Coordinator within twenty-four (24) hours if I am convicted of any disqualifying criminal offense that occurs while I have unescorted access to any area of the Roswell Air Center.

INITIALS **X** _____

SIDA MEDIA APPLICATION 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 **X**

SECTION 7: DISQUALIFYING CRIMINAL OFFENSES

Have you been convicted or found not guilty by reason of insanity of any of the disqualifying crimes listed below during the previous ten years?

An individual has a disqualifying criminal offense if the individual has been convicted, or found not guilty by reason of insanity, of any of the disqualifying crimes listed below in any jurisdiction during the 10 years before the date of the individual's applicant for unescorted access authority, or while the individual has unescorted access authority. You may obtain the results of the fingerprint based CHRC by making a written request to the Airport Security Coordinator. Additionally, you may be disqualified for any other crime classified as a felony that the TSA Administrator determines indicates a propensity for placing contraband aboard an aircraft in return for money.

The disqualifying criminal offenses are as follows.

- | | |
|---|--|
| <ol style="list-style-type: none"> 1. Forgery of certificates, false marking of aircraft, and other aircraft registration violation; 49 U.S.C. 46306. 2. Interference with air navigation; 49 U.S.C. 46308. 3. Improper transportation of a hazardous material; 49 U.S.C. 46312. 4. Aircraft piracy; 49 U.S.C. 46502. 5. Interference with flight crew members or flight attendants; 49 U.S.C. 46504. 6. Commission of certain crimes aboard aircraft in flight; 49 U.S.C. 46506. 7. Carrying a weapon or explosive aboard aircraft; 49 U.S.C. 46505. 8. Conveying false information and threats; 49 U.S.C. 46507. 9. Aircraft piracy outside the special aircraft jurisdiction of the United States; 49 U.S.C. 46502(b). 10. Lighting violations involving transporting controlled substances; 49 U.S.C. 46315. 11. 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. 12. Destruction of an aircraft or aircraft facility; 18 U.S.C. 32. 13. Murder. 14. Assault with intent to murder. 15. Espionage. 16. Sedition. 17. Kidnapping or hostage taking. 18. Treason. | <ol style="list-style-type: none"> 19. Rape or aggravated sexual abuse. 20. Unlawful possession, use, sale, distribution, or manufacture of an explosive or weapon. 21. Extortion. 22. Armed or felony unarmed robbery. 23. Distribution of, or intent to distribute, a controlled substance. 24. Felony arson. 25. Felony involving a threat. 26. Felony involving— <ol style="list-style-type: none"> a. Willful destruction of property; b. Importation or manufacture of a controlled substance; c. Burglary; d. Theft; e. Dishonesty, fraud, or misrepresentation; f. Possession or distribution of stolen property; g. Aggravated assault; h. Bribery; or i. Illegal possession of a controlled substance punishable by a maximum term of imprisonment of more than 1 year. 27. Violence at international airports; 18 U.S.C. 37. 28. Conspiracy or attempt to commit any of the criminal acts listed in this section. |
|---|--|

Check the appropriate Box and Sign Below:

- If you answer "YES" to any of the above listed crimes, you may be ineligible to pass the Criminal History Records Check and will be required to provide additional information for further processing of your application.
- I certify that I do not have a disqualifying offense. Under Title 49 CFR 1542.209(i) USC imposes a continuing obligation of the applicant granted unescorted Secured/SIDA/AOA/Sterile area access authority to disclose to the Roswell International Air Center Airport's Security Coordinator within 24 hours of a conviction of any disqualifying criminal offenses while he/she has unescorted secured/sterile access authority.

The Airport Security Coordinator keeps confidential the criminal history record obtained from the FBI and uses it only for determining whether to issue an Airport Identification Badge (ID Badge). You may get a copy of your criminal history record sent by the FBI to the Airport Security Coordinator by submitting a written request within 30 days after being advised that your criminal history show you are disqualified from being issued an ID Badge. If you believe that any information is inaccurate, you may directly contact the agency that reported the disqualifying conviction to correct your record.

The Information I have provided on this application 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).\

Sign below

Signature

X

Print Full Name

Date

SECTION 8: AIRPORT SECURITY ID BADGE HOLDER AGREEMENT *PLEASE INITIAL EACH ONE*****

- _____ 1. By submitting this application for a ROW Security ID Badge, I agree to comply at all times with all the Airport Rules, Regulations and Security policies of the Roswell Air Center, including the provisions of the Transportation Security Administration (TSA), an agency of the United States, including the provisions of Title 49, CFR, Parts 1540, 1542, and 1544.
- _____ 2. My ROW Security ID Badge remains the property of the Roswell Air Center
- _____ 3. My ROW Security ID Badge is not transferable to other individuals. I understand that I cannot loan my ROW Security ID Badge to anyone for any reason.
- _____ 4. My security identification badge is issued to me to support my job duties and responsibilities at the Airport and will be used for official business purposes only. I will never use my security identification badge for personal or off-duty use.
- _____ 5. I will visibly display my ROW Security ID Badge outside my garments on my upper body whenever I am in any SIDA, AOA or the Sterile area
- _____ 6. I understand that the Roswell Air Center reserves the right to revoke authorization for any ROW Security ID Badge where such action is determined to be in the best interest of airport security.
- _____ 7. I will not aid nor participate in "piggybacking" (allowing unauthorized access to any secured or restricted areas) nor will I otherwise breach, disobey, circumvent, or disregard any ROW Airport Rule, Regulation, Policy, Airport Directive, or the Airport Security Plan of the airport.
- _____ 8. I will challenge any person who enters, or I see, in any Restricted area of the Airport (any SIDA, the Security Area or the AOA) if the person is not properly displaying an authorized ROW Security ID Badge or Approved ID Media Badge. If the person I challenge cannot produce a valid ID Media Badge, I will immediately notify Airport Security and/or Law Enforcement (911).
- _____ 9. I understand that if I commit any violations of any of the Airport's Rules and Regulations, Airport Directives or Security Policies it will result in access being denied, possible fines, and revocation of my ROW Security ID badge.
- _____ 10. I understand that I must wait for any gate/door to the Sterile/Secured area to close completely and secure before leaving the area.
- _____ 11. I understand that if a Door, ECP or Gate malfunctions, OR goes into Alarm, I must contact Roswell Air Center's Airport Security Office and REMAIN at the Door, ECP, or until an Airport representative arrives or authorizes me to leave.
- _____ 12. **I will immediately notify the Airport Security Coordinator if my ROW Security ID Badge is lost, stolen, or destroyed.**
- _____ 13. A replacement ROW Security ID Badge may only be issued if I declare in writing that my ID Badge has been lost, stolen, or destroyed and replacement fees are paid.
- _____ 14. I agree to return my ROW Security ID Badge at the end of my employment or if for any reason access at ROW is no longer required.
- _____ 15. I understand and acknowledge that violations of the Airport's Rules and Regulations, Airport Directives, and the Airport Security Program will result in administrative actions, including Airport Fines, Reinstatement Fees, Re-training, Loss of Authorized Access to ROW and possible TSA civil penalties, and/or permanent revocation of my ROW Security ID Badge
- _____ 16. I will reimburse the Roswell Air Center Airport for any TSA fines levied against the Airport which are caused by my failure to adhere to the Airport's Rules, Regulations, Security Policies, and Airport Directives.
- _____ 17. I must disclose to the Airport Security Coordinator and/or supervisor within twenty-four (24) hours if I am charged and/or convicted of any disqualifying criminal offense that occurs while I am in possession of an ROW Security ID badge.
- _____ 18. I authorize the Airport Operator to collect information to conduct a Security Threat Assessment and Criminal History Records Check.

I understand and agree to comply with the terms and conditions provided for in this application and agree to comply with any changes or amendments to the terms and conditions that may be imposed by the Airport Operator and/or TSA. 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).

APPLICANT'S NAME

APPLICANT'S SIGNATURE

DATE

FOR AIRPORT USE ONLY

I certify that the above-named applicant has successfully completed SIDA training in accordance with TSA-approved curriculum meeting the requirements of TSR Part 1542.213(b).

Designated Security Trainer (Print Name & Title)

Signature

Date

I have examined all required crediting document(s) to ensure they are current; they appear genuine and relate directly to the individual presenting them.

1st Document: _____

2nd Document: _____

Document #: _____

Document #: _____