



## How do I get a GA badge?

Print this checklist to help you through the process:

### 1) Badge Application Form:

- Complete the “Badge Application Form –General Aviation.” You can print it from the Juneau International Airport website: <http://www.juneau.org/airport/badging.php>.

### 2) Signatures:

- Your signatures must be witnessed by the Badging Officer.
- Other signatures may be required:
  - If you are an employee of a company doing business at the Airport, the Authorized Company Representative we have on file must also sign.
  - If an Airport Tenant is authorizing your use of a hangar, tie down, aircraft, etc. the Badging Officer must verify with the Tenant of Record and gain their signature for your application. This may delay the renewal of your badge if that Tenant is not immediately available. However, if you bring the application with the tenant signature already on it, you may reduce the processing time.
  - If you are an Airport Tenant of a hangar, tie down, aircraft, etc. and your name is on the lease you may sign for yourself. This signature must be witnessed by the Badging Officer and will be verified to ensure the lease is current.
- Call the airport at 907-586-0957 if you have questions or if you are not sure who the Authorized Company Representative is.

### 3) Call Badging Office:

- Make an appointment to turn in the application form, identifications, and tests. Call 907-586-0957 to make an appointment. My 1<sup>st</sup> appointment is:

DATE: \_\_\_\_\_, at TIME: \_\_\_\_\_

### 4) 1<sup>st</sup> Visit:

- Bring the application as well as two approved identifications from the list below. The Badging Officer will check and copy your identification. The two identifications must both be in original form and not copies.

### 5) Processing:

- Badging Officer will process the application including a Security Threat Assessment required by the Transportation Security Administration. They will then call you to set up a 2<sup>nd</sup> appointment once the application has been approved to issue the badge. My 2<sup>nd</sup> appointment is:

DATE: \_\_\_\_\_, at TIME: \_\_\_\_\_

### 6) 2<sup>nd</sup> 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 907-586-0957 if you are unsure if there is a payment arrangement. All payments must be made by cash or check as we do not accept credit cards. Deposit \$50 (Contractor \$200), Badge Fee \$25, 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.

<b>LIST A</b> Documents that Establish Both Identity and Employment Authorization	<b>OR</b>	<b>LIST B</b> Documents that Establish Identity	<b>AND</b>	<b>LIST C</b> Documents that Establish Employment Authorization
<ol style="list-style-type: none"> <li>1. U.S. Passport or U.S. Passport Card</li> <li>2. Permanent Resident Card or Alien Registration Receipt Card (Form I-551)</li> <li>3. Foreign passport that contains a temporary I-551 stamp or temporary I-551 printed notation on a machine-readable immigrant visa</li> <li>4. Employment Authorization Document that contains a photograph (Form I-766)</li> <li>5. For a nonimmigrant alien authorized to work for a specific employer because of his or her status: <ol style="list-style-type: none"> <li>a. Foreign passport; and</li> <li>b. Form I-94 or Form I-94A that has the following: <ol style="list-style-type: none"> <li>(1) The same name as the passport; and</li> <li>(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.</li> </ol> </li> </ol> </li> <li>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</li> </ol>	<b>OR</b>	<ol style="list-style-type: none"> <li>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</li> <li>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</li> <li>3. School ID card with a photograph</li> <li>4. Voter's registration card</li> <li>5. U.S. Military card or draft record</li> <li>6. Military dependent's ID card</li> <li>7. U.S. Coast Guard Merchant Mariner Card</li> <li>8. Native American tribal document</li> <li>9. Driver's license issued by a Canadian government authority</li> <li><b>For persons under age 18 who are unable to present a document listed above:</b></li> <li>10. School record or report card</li> <li>11. Clinic, doctor, or hospital record</li> <li>12. Day-care or nursery school record</li> </ol>	<b>AND</b>	<ol style="list-style-type: none"> <li>1. A Social Security Account Number card, unless the card includes one of the following restrictions: <ol style="list-style-type: none"> <li>(1) NOT VALID FOR EMPLOYMENT</li> <li>(2) VALID FOR WORK ONLY WITH INS AUTHORIZATION</li> <li>(3) VALID FOR WORK ONLY WITH DHS AUTHORIZATION</li> </ol> </li> <li>2. Certification of report of birth issued by the Department of State (Forms DS-1350, FS-545, FS-240)</li> <li>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</li> <li>4. Native American tribal document</li> <li>5. U.S. Citizen ID Card (Form I-197)</li> <li>6. Identification Card for Use of Resident Citizen in the United States (Form I-179)</li> <li>7. Employment authorization document issued by the Department of Homeland Security</li> </ol>

**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.**