



How do I get a SIDA badge?

Print this checklist to help you through the process:

1) Badge Application Form:

- Complete the "Badge Application Form SIDA, Sterile-AOA, Sterile, 135-AOA." You can print it from the Juneau International Airport website: <http://www.juneau.org/airport/badging.php>.

2) Signatures:

- The application form must be signed by you, and the Authorized Company Representative we have on file for you company. Your signature alone must be witnessed by the Badging Officer, and your Authorized Company Representative must match the signature we have on file. Call the airport at 907-586-0957 if you are not sure who the Authorized Company Representative is.

3) Tests:

- Complete the SIDA test, and Ramp Operator (driving) and Fuel Handler tests if required by your company. You can print the study guide, test, and answer sheet from the Juneau International Airport website: <http://www.juneau.org/airport/badging.php>.

4) Call Badging Office:

- Make an appointment to turn in the application form, identifications, and tests. Call 907-586-0957 to make an appointment.

My 1st appointment is:

DATE: _____, at TIME: _____

5) 1st 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. The Badging Officer will also take your fingerprints on a digital scanner to be submitted for a Criminal History Record Check.

6) Processing:

- Badging Officer will process the application including a Security Threat Assessment required by the Transportation Security Administration and Criminal History Record Check. They will then call you to set up a 2nd appointment once the application has been approved to issue the badge.

My 2nd appointment is:

DATE: _____, at TIME: _____

7) 2nd 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, Fingerprint Fee \$50, 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.

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

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.