

JUNEAU INTERNATIONAL AIRPORT
BADGE APPLICATION-SIDA, STERILE-AOA, STERILE, 135-AOA

Airline or Company requesting ID Badge issue _____ DATE _____

I hereby request that our employee, _____, be issued a Juneau International Airport (JNU) ID Badge, and do hereby accept responsibility for this badge.

Employee Status (check one): **Year Round (Full Time/Part Time)** **Seasonal** (until _____)
Access level required (check one): **SIDA** **Sterile-AOA** **Sterile** **135-AOA**

A payment of \$75 (\$25 badging fee and \$50 refundable deposit (unless a letter regarding an in lieu of deposit is on file), plus a \$10 fee for prox card if issued); contractor badges will be \$25 badging fees plus \$200 deposit (plus a \$10 fee for prox card if issued and a \$50 fingerprinting fee for SIDA/Sterile badges) is required as a condition of issuance of this badge. *All badges must be renewed before the badge expires or another deposit may be required.*

My company agrees to notify the Airport Police office within 24 hours upon termination of this employee and to forfeit the deposit to the City and Borough of Juneau should this employee terminate employment with our company without returning their ID Badge. My company further agrees to notify Airport Police immediately by phone and request issuance of a new ID Badge if this badge is lost, stolen, or destroyed. A payment of \$200 will be required prior to issuance of a replacement badge (\$25 Badge Fee, \$175 Lost Badge Fee). Employers and sponsors are also required to notify the Airport immediately if an employee no longer meets the requirements for employment in the United States (I-9 Employment Eligibility Verification).

A Ramp Driver's License **IS / IS NOT** required. (Circle one) Escort Authority **IS / IS NOT** required. (Circle one)

Aircraft Fuel Handler Endorsement **IS / IS NOT** required. (Circle one)

Badge Applications

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

1. An individual must complete or have the following prior to issuance of an ID badge/media:
 - A. Two forms of identification; one photo ID, one work authorization (see Federal Form I-9)
 - B. A completed Employer ID Badge Request Form (this form) signed by an authorized company representative.
 - C. A completed Employee Identification Badge Procedures and Responsibilities form.
 - D. A completed Standard ID Badge Request Form which includes the individual's full name, including any aliases or nicknames;
 - E. A completed Prior Convictions form.
 - F. Undergo a Security Threat Assessment (STA)
 - G. Any required testing for respective badge or special authority/privileges.
2. SIDA, Sterile-AOA, and Sterile badged employee must submit to an FBI Fingerprint Criminal History Records Check (CHRC) which will be administered by Juneau International Airport.
 - A. 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 individuals request for a SIDA badge.
 - B. For 49 CFR 1544 employees, verification of a Fingerprint Criminal History Records Check may be submitted in lieu of the Airport administering the fingerprint CHRC. Such verification shall state the employee's name, date of birth, social security number, date in which the fingerprint CHRC was performed by the airline, state that no disqualifying crime as listed in 49 CFR 1542.209 exists for the employee as a result of a fingerprint CHRC, and be signed by an authorized representative of the airline. The Airport operator has the authority to review and verify all fingerprint CHRC for JNU SIDA badged individuals or badge applicants during the time which the individual has unescorted access authority at the Airport.
 - C. 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 he or she has unescorted access authority.
_____ (**Employee Initial**) _____ (**Employer Initial**)
3. The Employer confirms that the identity of the individual was verified through the presentation of two forms of identification, one of which bore the individual's photograph. This will be required again at the time of badging and/or fingerprinting, and during annual badge renewal.

An Airport Employee ID Badge is a privilege. The Airport has the authority and makes the final determination whether to grant or deny a badge, or revoke a badge at any time it feels that an individual may jeopardize the Airport Security Program pursuant to 49 CFR 1542.209. The Airport Manager reserves the right to conduct a further investigation on an individual at the cost of the employer. Fraudulent claims are punishable to the full extent of the law.

Applicant
Signature: _____
Original signature only

Authorized Company
Representative
Signature: _____
Original signature only

JUNEAU INTERNATIONAL AIRPORT
EMPLOYEE IDENTIFICATION BADGE PROCEDURES AND RESPONSIBILITIES

1. **Do Not Loan Your Badge** to anyone; not even a co-worker. _____
2. **Smoking is prohibited** in the Airport Operations Area (AOA). _____
3. **Badges must be worn 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. _____
4. **Badges are the property of the Juneau International Airport and may be suspended, revoked or access denied** at any time that the Airport believes that it is in the best interest of the Airport or airport security. Badges are a privilege. _____
5. **Badge holders understand the type of information required on badges or credentials (airline crew members or federal agents) in the SIDA, Sterile Area, 135-AOA areas,** and ensure they are current and valid. _____
6. **Badge holders shall “challenge”** any individual in the SIDA, Sterile Area or 135-AOA who is not displaying a proper badge or credential, and who is not under escort. _____
7. **Badge holders shall report security breaches or suspicious activity/persons** immediately to the Airport Police. _____
8. **All badge holders must swipe their badge** prior to entering the ramps, Sterile Area or SIDA. When multiple employees enter through a secured door/gate at the same time, each employee must swipe their badge prior to entry. _____
9. **Badge holders shall ensure that no one gains illegal entry** through gates or doors while entering or exiting the SIDA, Sterile Area and/or 135-AOA areas. Ensure doors and gates close securely behind you. _____
10. **SIDA, Sterile, Sterile-AOA, and 135-AOA badge holders must have “EA” authority** on their badge to provide escort in the SIDA, Sterile Areas, and 135-AOA areas. _____
11. **Escorted person(s) must be under your control** at all times, and within sight and hearing range. _____
12. **Badge holders must have “Double Checkered Flags” on their badge to have authority** to drive on the ramps. _____
13. **Report lost or stolen badges immediately to Airport Police.** Fees apply for lost or stolen badges. _____
14. **Badges must be returned to the Airport** upon termination of employment. _____
15. **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. _____
16. **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. _____
17. **Badge must be worn on the outermost clothing and above the waist.** _____
18. **Badges issued for a company shall be used for company business only** and not for personal reasons. _____
19. **No Airport badgeholder may board an air carrier for travel** without being screened by TSA. _____

I, the undersigned, have read and understand and will comply with the above Employee Identification Badge Procedures and Responsibilities governing Airport Identification Badges. Failure to comply may result in the loss of Airport Identification Badge privileges and/or fines.

Signature of Badge Holder (sign at Badging Office)

Date

Airport Witness: _____ Date: _____

JUNEAU INTERNATIONAL AIRPORT
BADGE REQUEST FORM - RECIPIENT INFORMATION

Personal Demographics:

Applicant Name: _____ Aliases/Maiden: _____
Mailing Address: _____ Residence: _____
(if different from mailing)
City: _____ State: _____ Zip: _____
Permanent Mailing Address (if seasonal work): _____
Home Phone: _____ Cell: _____ Work Phone: _____

Personal Identification:

Driver's License Number: _____ Expiration: _____ State of Issuance: _____
 Male Female Height: _____ Weight: _____ Hair Color: _____ Eye Color: _____
Date of Birth: _____ Place/State of Birth: _____ Country of Citizenship: _____
(2 Digit Country Code)
SSN: _____ *Passport Country: _____ *Passport Number: _____
Race: Asian Black Native American Caucasian/Latino Other/Unknown

If no SSN, provide one of the following: Alien Registration No. _____ OR
Non-Immigrant Visa Number: _____

Employer Information:

Employer Name: _____
Applicant Position or Title: _____ Employer Phone: _____
Employer Mailing Address: _____ Physical Address: _____
(if different from mailing)
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). Furthermore,

I authorize the Social Security Administration to release my Social Security Number and full name to the Transportation Security Administration, Office of Transportation Threat Assessment and Credentialing (TTAC), Attention: Aviation Programs (TSA-19)/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 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: _____

Juneau International Airport reserves the right to refuse a badge to anyone whom they feel may jeopardize the security or safety of the Juneau International Airport or its Security Program. DHS Transportation Security Administration may require the Juneau International Airport deny or revoke the issuance of a badge based on threat assessment of an individual.

JUNEAU INTERNATIONAL AIRPORT
Airport Security Gate/Door Access Rules

Applicant Name (print): _____ Date: _____

The following definitions shall apply:

“Restricted Areas” means those areas of the Airport where persons are not permitted unless authorized by Airport Management. Restricted Areas include all locations on the Airfield and in the Terminal to which access is controlled by any form of lock, and/or is restricted by signs or fence, or by the unfenced Airport property boundary.

“User” or “Badgeholder” means any person who is issued a JNU Airport badge by Airport Management, and has not let that badge expire, and whose authority to use the badge has not been revoked.

“Unauthorized Person” means any person who is not a user/badgeholder, or who is a user/badgeholder in an area not authorized by their badge.

“Escort” means to continuously accompany and monitor the activities of an unauthorized person by remaining within sight and within hearing range of the unauthorized person at all times.

“AOA” means Air Operations Area or all airport areas where aircraft can operate, either under their own power or while in tow (General Aviation air operations area, GA-AOA and ramps where certified 135 operators operate, 135-AOA).

All badgeholders must be 18 years of age or older and agree to the following rules when receiving a badge/access card and using the Juneau International Airport security gates/doors.

General Airfield Rules:

1. Aircraft, emergency vehicles, and airfield vehicles have the right-of-way.
2. Users who are unsure of rules or regulations inside the perimeter fencing as it pertains to their use of the airport should contact Airport Police (586-0899) or Airport Management (789-7821) for further clarification.
3. Users shall take the most expeditious route between access gate/door and place of business, hangar or tie down. Vehicles and individuals are not allowed on runway or taxiways. No person or vehicle may be on the main ramp or transit between the east and west sides of the GA-AOA unless authorized by Airport Management.
4. User is responsible for following the posted speed limits and other posted signs or regulations and restrictions while on the airport grounds. Failure to do so may result in fines and/or restriction from airport grounds.
5. All rules apply to the user and anyone they are escorting.
6. Anyone issued access (badge/proximity card) plays a part in the Airport Security Program and is responsible for contacting Airport Police (586-0899) if they believe a security rule or regulation has been violated.

Gate/Door Use and Access Rules:

1. 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.
2. Badges/access cards may not be given out or loaned to anyone at any time.
3. User shall notify Airport Management or Airport Police immediately in writing if a badge/access card is lost or stolen. The access will be de-activated and a new badge/access card may be issued. Badgeholder will be assessed the replacement badge/card fee.
4. All badges/access cards are good for up to one year. All badges/access cards will expire on the badgeholder’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.
5. It is solely the responsibility of the badgeholder to renew prior to expiration to avoid interruption of access. The Airport does **not** send renewal notices.
6. 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.
7. Upon entering or exiting a gate/door, persons/vehicles must **STOP and WAIT** for gate/door to close prior to proceeding on. The exception to the rules is if there is more than one person/vehicle **exiting** the Restricted Area, the first person/vehicle may transfer the responsibility of the gate/door closure to the next person/vehicle exiting. **The last exiting person/vehicle must ensure that the gate/door has closed behind them prior to leaving the area.**
8. User may **escort** an unauthorized person through an access gate/door, provided they are escorted by the user **at all times** within the Restricted Areas. Unauthorized Person(s) must also be escorted out of the Restricted Areas.
9. 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.

10. Badges/access cards are the property of the Juneau International Airport and may be confiscated or de-activated at any time 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.
11. 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).**
12. 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.

Escort Authority:

1. Escort may only be performed by a badgeholder 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)
2. 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.
3. 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
4. Know who you are escorting. Request photo identification (unless known) and request work credentials or paperwork (unless known).
5. Escort authority may only be transferred to another badgeholder with escort authority for that area.
6. Escort is only for unauthorized persons, not for a badgeholder who has lost/forgotten their badge.
7. Vehicles may be escorted under the same escort procedures.
8. Escort must notify the Airport or Airport Police of unusual activity or possible threatening situations.
9. Escort authority may be suspended or revoked by the Airport at any time. Escort authority is a privilege.

Challenge Procedures:

1. All badgeholders 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.
2. 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 badgeholder. 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.
3. 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, U.S. Customs, etc.) Law Enforcement, and Airline crew (Alaska Airlines, Delta Air Lines, etc.).

I have read and acknowledge the rules associated with Airport security gate/door access rules, Escort Authority, and Challenge Procedures.

Signature

Date