



This policy provides rules for use of airport gate cards supplementing and implementing TSAR 1542 and the Airport Security Program. Cards will only be issued to personnel with an airport operational need. Cards issued will only be programmed for those gates for which there is a documented aviation operational and/or support need.

In General: ID and Access media will only be issued to personnel with a demonstrated airport operational need and only after successful completion of either a CHRC or STA as appropriate to the type of media being requested. Cards issued will only be programmed for those gates for which there is a documented aviation operational and/or support need.

Application: Persons needing cards shall make application on the attached form.

Guidelines: Airport AOA ID and gate access media will only be issued upon successful completion of a security threat assessment.

- Airport Lessees and private hangar owners may be issued one card per applicant.
- Aviation business owners with airside-access facilities may be issued one card per employee.
- Aircraft owners who lease and/or rent hangars from airport lessees shall present evidence of an operational need for access.
- Tie down space renters will be issued cards upon completion of a security threat assessment. In the case of aircraft multiple ownership, the applicant shall present evidence of an operational need for access.

Holder Responsibilities:

- Upon notice from airport administration, cardholders shall present cards to the airport security coordinators for inventory purposes. Security Coordinators shall then reaffirm operational need. Failure to present cards may result in removal of access authority by deprogramming cards or re-keying locks. In such cases, holder may be subject to reinstatement fees.
- Holder shall immediately notify airport administration of missing cards/keys.
- **Gate Cards must be in the holders' possession at all times while inside the airport boundary fence (air operations area). The ID does not need to be displayed but must be available.**

Adherence to Safety and Security Regulations

- Acceptance of a card requires the holder to adhere to these rules. Failure may result in revocation of use authorization.
- Cards shall only be used to provide access to/from the holder's hangar, tie-down space, or leased airside facility. It shall not be used to access the airport movement area or other areas for which there is reasonable landside access.
- Persons using cards shall make sure gates are secured at all times.
- **Automatic gates:** Upon entry and exit, holder will stop vehicle, wait, and verify that the gate has closed behind him or her. Holder is responsible for insuring unauthorized personnel or vehicles do not enter the premises ("piggybacking") while the holder is using the gate.
- Holders escorting people to/from hangars, tie-down spaces, or aviation facilities are responsible for insuring those escorted remain under positive control and abide by airport safety and security regulations.
- Violators of airport security regulations will receive a warning for the first observed infraction, loss of access privileges for up to one week for the second violation, and revocation of access after a third violation.



NEW & RENEWAL IDENTIFICATION BADGE APPLICATION		
THIS SECTION MUST BE COMPLETED IN FULL BY THE APPLICANT IN INK		
Legal Last Name		Legal First Name
Legal Middle Name		Other Known Names (maiden, nickname, aliases)
Home Street Address		
City	State	Zip/Postal Code
Home Phone (or Cell Phone)		Work Phone
Height _____ ft _____ inches	Weight _____ lbs	Gender <input type="checkbox"/> Male <input type="checkbox"/> Female
Date of Birth Month: _____ Day: _____ Year: _____		Social Security Number _____-_____-_____
ID Type—Driver's License # or State I.D. #	State and Expiration Date	Place of Birth (State & Country)
Personal Email Address		Work Email Address
Eye Color <input type="checkbox"/> Blue <input type="checkbox"/> Brown <input type="checkbox"/> Green <input type="checkbox"/> Hazel <input type="checkbox"/> Black <input type="checkbox"/> Gray		
Hair Color <input type="checkbox"/> Black <input type="checkbox"/> Blonde <input type="checkbox"/> Brown <input type="checkbox"/> Gray <input type="checkbox"/> Red <input type="checkbox"/> White <input type="checkbox"/> Bald		
Race <input type="checkbox"/> Native American <input type="checkbox"/> Asian <input type="checkbox"/> Black <input type="checkbox"/> Hispanic <input type="checkbox"/> Caucasian <input type="checkbox"/> Other		
Current Country of Citizenship	For Non-US Residents <input type="checkbox"/> ARN # <input type="checkbox"/> 1-94# <input type="checkbox"/> VISA# # _____	For US Citizens Born Abroad <input type="checkbox"/> U.S. Passport <input type="checkbox"/> Naturalization <input type="checkbox"/> DS-1350 # _____
Applicant Signature		Date
THIS SECTION MUST BE COMPLETED BY AUTHORIZED SIGNER IN INK (VERIFY INFORMATION ABOVE)		
Company Name		Division
Applicant's Job Title		
Badge Type Requested (check one only) <input type="checkbox"/> SIDA Security Identification Display Area <input type="checkbox"/> AOA Airport Operations Area		
Reason for Application (check one) <input type="checkbox"/> New Badge <input type="checkbox"/> Expiring Badge <input type="checkbox"/> Name Change <input type="checkbox"/> New Job <input type="checkbox"/> Lost/Stolen Badge <input type="checkbox"/> Update Badge Type <input type="checkbox"/> Other _____		
AUTHORIZED SIGNER RESPONSIBILITY CLAUSE		
As the employer (Authorized Signer) I assert that the above listed employee has an operational need to have access beyond the security checkpoint and I understand that <u>it is my responsibility to verify the information in this application</u> . As the employer (Authorized Signer) I am also responsible for ensuring that my employees follow all applicable rules set forth in the Airport Security Program, the Airport Rules & Regulations and the Code of Federal Regulations. I understand that it is my responsibility to disclose any known security breach committed by any of my employees and any known convictions from the disqualifying crimes list to the Airport Security Coordinator or their authorized designee. Failure to do so may result in temporary or permanent revocation of the employee's security access and all applicable fines being assessed against me or my company and the possible loss of Authorized Signer status. By signing this agreement I affirm that I am an Authorized Signer with the Pullman-Moscow Regional Airport and I understand and agree to abide by all policies regarding the responsibility of Authorized Signers.		
Print Name of Authorized Signer		
Authorized Signer's Signature (must be on file with the Airport Administration Office)		Date
Email Address		Phone



AIRPORT IDENTIFICATION DISPLAY & CHALLENGE RESPONSIBILITIES

The Transportation Security Administration approved security program for Pullman-Moscow Regional Airport requires that each person issued a restricted area identification badge be made aware of his or her responsibilities regarding the privilege for access to restricted areas of the airport. All persons with SIDA access are required to continuously display, on the outermost garment above the waist level, an identification badge approved or issued by the Pullman-Moscow Regional Airport. Each employee who has been issued a Pullman-Moscow Regional Airport restricted and/or secured area identification badge is responsible for challenging any individual who is not properly displaying an airport issued or airport approved badge. Any person who is not properly displaying or who cannot produce a valid airport issued or airport approved identification must be immediately referred to the Airport Administration office (509) 338-3223. Outside of regular business hours, contact Pullman Police at (509) 332-0829 or Pullman-Moscow Regional Airport Operations (509) 334-0572.

ID BADGE HOLDER AGREEMENT

I will comply with all rules and regulations, guidelines, and policies concerning airport security and the use of the security badge. Any non-compliance may result in the suspension or revocation of the privilege of having the security badge as well as any civil or criminal penalties as allowed by Federal, State, or Local Law. While I retain unescorted SIDA access I have a continuing obligation to report to the Airport Security Coordinator, within 24 hours of each instance, when I have been convicted (including pleading no contest) or found guilty by reason of insanity of any of the disqualifying crimes. It is my sole obligation to obtain copies of the rules and regulations, guidelines, and policies of Pullman-Moscow Regional Airport, and the Code of Federal Regulations CFR Section 1542 and I understand that violation of the rules and regulations, guidelines, and policies may result in revocation of my security badge.

ID Badge holders are specifically subject to inspection/screening by the Pullman-Moscow Regional Airport or Transportation Security Administration when accessing, or present within, the secured or sterile area of the Airport. The inspection/screening may extend to both the ID Badge holder's person and property. I understand that I may be subject to such inspection/screening, acknowledge that my consent to such an inspection/screening is a condition for the Pullman-Moscow Regional Airport to issue me an ID Badge, and agree to submit to and cooperate with such an inspection/screening if requested. I further acknowledge that the failure to submit to, or cooperate with, such an inspection/screening may result in the immediate suspension and revocation of my ID Badge.

The security badge is not to be lent to another individual, changed or altered in any way (including punching holes into badge), and the privileges are not transferable. I understand that it is my responsibility to safeguard my badge at all times and to never leave it unattended in a vehicle. If the security badge is lost, stolen, or damaged, I understand that I must report the occurrence to the Pullman-Moscow Regional Airport IMMEDIATELY and a penalty will be charged before a lost/stolen/damaged badge is replaced. Failure to report a security badge lost, damaged, or stolen, may result in a fine and/or denial of a replacement badge.

ID Badges are to be used for OFFICIAL COMPANY BUSINESS USE ONLY. Use of the badge is permitted only while working for the company named on the badge. By Federal Regulation, every person traveling on a commercial flight MUST be screened through a checkpoint, unless specifically exempted by Federal law. This includes all badged employees, whether traveling on business or pleasure. Violation of this policy could result in revocation of security badge and will be considered a violation of RCW 9A.52.

The Transportation Security Administration requires that all airport ID badge applicants are submitted for all applicable background checks. The Pullman-Moscow Regional Airport releases information provided on this application to the Transportation Security Administration for these purposes. Results will affect the outcome of your application.

All Identification Badges issued by the Pullman-Moscow Regional Airport are the property of the Pullman-Moscow Regional Airport and must be returned immediately under the following conditions.

- 1) Upon expiration
- 2) Upon separation of employment (for any reason)
- 3) When job function no longer requires a Pullman-Moscow Regional Airport issued identification badge
- 4) Upon demand of the Pullman-Moscow Regional Airport
- 5) Upon conviction of any of the disqualifying crimes

I understand that it is my responsibility to take recurrent SIDA, AOA, and Authorized Signer Training classes (if applicable). Badge may be renewed up to 60 days prior to expiration date and badges must be picked up within 30 days from fingerprinting date in the Airport Administration Office. Applicants are processed by appointment only.

I hereby affirm that I have read the ID Badge Holder Agreement and I understand and accept all the rules and regulations of the agreement.

Applicant Signature	Date
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THIS SECTION SHOULD BE COMPLETED BY PULLMAN-MOSCOW REGIONAL AIRPORT IN INK

PUW DL Verification (initial)	PUW Badge Number	Badge Expiration Date
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ID Badge Type Issued	
<input type="checkbox"/> SIDA (Yellow) Security Identification Display Area	<input type="checkbox"/> AOA (Green) Airport Operations Area

Processed By	Date	Badge Issued By	Date Issued
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Privacy Act Notice

Authority: 6 USC § 1140, 46 USC § 70105; 49 USC §§ 106, 114, 5103a, 30103(b)(3), 40113, 44903, 44935-44936, 44949, and 46105; the Implementing Recommendations of the 9/11 Commission Act of 2007, § 1520 (121 Sta. 444, Public Law 110-52, August 3, 2007); and Executive Order 9397, as amended.

PURPOSE: 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 fingerprint 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 US-VISIT'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 the SSA records to ensure the validity of your name and SSN.

ROUTINE USES: In addition to those disclosure generally permitted under 5 USC 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 USC 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/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 many be published at any time the Federal Register, including the Routine Uses for the NGI system and the FBI's Blanket Routine Uses.

DISCLOSURE: Furnishing this information (including your SSN) is voluntary; however, if you do not provide your SSN or any other information requested, DHS may be unable to complete your application for identification media.

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 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 for imprisonment or both.

Signature _____ Date: _____

Printed Full Name: _____

FINGERPRINT APPLICATION



DISQUALIFYING CRIMES (for AOA and SIDA- only SIDA require fingerprints)

1. Forgery of certificates, false marking of aircraft, and other aircraft registration violation.
2. Interference with air navigation.
3. Improper transportation of a hazardous material.
4. Aircraft piracy.
5. Interference with flight crew members or flight attendants.
6. Commission of certain crimes aboard aircraft in flight.
7. Carrying a weapon or explosive aboard aircraft.
8. Conveying false information and threats.
9. Aircraft piracy outside the special aircraft jurisdiction of the United States.
10. Lighting violations involving transporting controlled substances.
11. Unlawful entry into an aircraft or airport area that serves air carriers or foreign air carriers contrary to established security requirements.
12. Destruction of an aircraft or aircraft facility.
13. Murder.
14. Assault with intent to murder.
15. Espionage.
16. Sedition.
17. Kidnapping or hostage taking.
18. Treason.
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—
 - 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
 - i. Illegal possession of a controlled substance punishable by a maximum term of imprisonment of more than 1 year.
27. Violence at international airports.
28. Conspiracy or attempt to commit any of the criminal acts listed above.

During the past 10 years, have you been convicted of or found not guilty by reason of insanity of any of the above crimes?

Yes or No

Federal Regulations under CFR Part 1542.209(e) impose a continuing obligation to disclose to the airport operator within 24 hours, if you have been convicted of any disqualifying criminal offense that occurs while you have unescorted access authority.

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.)”

Applicant’s Printed Name: _____

Applicant’s Signature: _____ **Date:** _____

The Airport Security Coordinator is your point of contact, if you have questions about the results of the CHRC. Questions must be submitted in writing. A copy of your criminal record received from the FBI will be provided to you (the applicant) upon written request. Your request must be addressed to the Airport Security Coordinator, 3200 Airport Complex North, Pullman, WA 99163.

*Pullman-Moscow Regional Airport may — from time-to-time, at renewal or otherwise – resubmit fingerprints for an additional, supplemental CHRC (Criminal History Records Check).