

# DFW Airport Identification/Access Badge Application

## Applicant Instructions

**Please note: This page is for instructional purposes only and is not to be turned in as part of the badge application.**

An application is required for all new and renewing badge applicants and for the replacement of a lost or stolen badge.

Applicant must use legal name on the application. No nicknames or alias names can be used at the top of the application.

Application must be presented to the Access Control Office (ACO) for the first time within thirty (30) days from the date of the "Sponsoring Authority's Signature" or the application will not be accepted.

Applicant must complete every field on the application and must sign and date their signature on the application in all locations where the application indicates "Applicant's Signature." Applications presented to the ACO must contain original signatures and signature dates. All others will be voided and the applicant will be required to complete another badge application.

It is strongly recommended that the application be completed online. If applicant chooses not to complete the application online, the information on the application must be hand-printed, must be legible and must be completed using black or dark blue ink only. If the application is not legible or if the application is completed using a colored ink that is not black or dark blue, the applicant will be required to complete another badge application.

Applications that are folded or mutilated in any way or that are printed double-sided will not be accepted.

Correction tapes or fluids are prohibited. Applications containing correction tapes or fluids will be voided and the applicant will be required to complete another application.

Applicant must take the application to their employer for completion after completing the "Applicant" portion of the application, including "Applicant's Signature."

Applicant is required to bring proof of identity and proof of employment authorization documents from the [List of Acceptable Documents](#) to the ACO when arriving for fingerprinting and for badge issuance. The [List of Acceptable Documents](#) can be found on the Airport's web-site at [www.dfwairport.com/badge](http://www.dfwairport.com/badge).

Applicant is also required to bring a document to verify the "Current Street Address" listed on the application that contains the applicant's name and current street address. Some examples of documents that may be used to verify the "Current Street Address" are a valid driver's license or state ID card, a bill, a credit card statement, a lease/rental agreement, etc.

Applicant's employer will be notified via email to send the applicant to the ACO for security training and/or badge issuance after the applicant has successfully met the Criminal History Records Check (CHRC) and Security Threat Assessment (STA) requirements.

Applicants should check with their employer before returning to the ACO. Applicants are not to contact the ACO regarding the status of their application and should have their employer check on the status of the application.

Security Identification Display Area (SIDA) applicant may take the security and ramp safety training after the applicant has met the CHRC and STA requirements and must pass the security training course before a badge will be issued.

All badges are the sole property of the DFW International Airport Board and must be returned to the Airport Board upon request or upon termination of an employee's access privileges or employment. The badge must be returned to the employer or to the ACO as soon as possible, but not later than ten (10) business days from the date the ACO receives notification to deactivate the badge. If applicant applies for a badge for another employer and the badge from the previous employer has not been returned to the ACO, the ACO will not issue another badge until the previous badge is returned to the ACO or the applicant pays a non-refundable fee in accordance with the DFW Airport Board Schedule of Charges, as may be amended from time to time.

The fees collected for ACO services are collected in accordance with the DFW Airport Board Schedule of Charges, as may be amended from time to time. To review the current fees charged for ACO services, please visit <http://www.dfwairport.com/about/financials.php>.

# DFW Airport Identification/Access Badge Application

## To be completed by Applicant

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ Middle Name: \_\_\_\_\_  
You must provide your full legal name (last, first and middle name) at the top of every page of the application.

Social Security No.: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Date of Birth: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Name of Employer: \_\_\_\_\_ Dept./Branch (if applicable): \_\_\_\_\_

New badge applicant  Renewal badge applicant

Applicant for 2<sup>nd</sup> badge with 2<sup>nd</sup> employer  Replacement badge applicant (replace lost or stolen badge)

Do you hold another DFW Airport Identification/Access Badge with another employer who is not listed above?

Yes  No

If Yes, you are required to provide the name of your other employer.

You are required to provide any other names you used previously (Alias). If you have used other names previously, you must provide the first name, last name and if applicable, the middle name for each Alias you used. Please note that a nickname is not considered an Alias and is not to be included on this form. If you have not used any other names, please leave the fields blank.

Alias 1 Last Name	First Name	Middle Name
Alias 2 Last Name	First Name	Middle Name
Alias 3 Last Name	First Name	Middle Name

Gender: \_\_\_\_\_ Race: \_\_\_\_\_ Eye Color: \_\_\_\_\_ Hair Color: \_\_\_\_\_ Height: \_\_\_\_\_ ft. \_\_\_\_\_ in. Weight: \_\_\_\_\_ lbs.

Job Title: \_\_\_\_\_ Company Employee Number: \_\_\_\_\_

Driver's License/State ID Number: \_\_\_\_\_ State: \_\_\_\_\_ Expiration Date: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

You are required to provide a current mailing address.

Current Mailing Address: \_\_\_\_\_ Apartment/Suite Number: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_ - \_\_\_\_\_

You are required to provide a current street address and to bring a document containing your name and the address provided.

Current Street Address: \_\_\_\_\_ Apartment/Suite Number: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_ - \_\_\_\_\_

Business Phone: ( ) - \_\_\_\_\_ Home Phone: ( ) - \_\_\_\_\_

Cell Phone: ( ) - \_\_\_\_\_

You are required to provide a telephone number where you can be reached during the day.

Daytime Phone: ( ) - \_\_\_\_\_

Personal Email Address: \_\_\_\_\_ Business Email Address: \_\_\_\_\_

You are required to provide your country of birth. If you were born in the US or Mexico, you must also provide your State of Birth in addition to your Country of Birth.

Country of Birth: \_\_\_\_\_ State of Birth: \_\_\_\_\_

You are required to provide your country of citizenship.

Country of Citizenship: \_\_\_\_\_

# DFW Airport Identification/Access Badge Application

## To be completed by Applicant

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ Middle Name: \_\_\_\_\_

Social Security No.: - - - - - Date of Birth: / /

Name of Employer: \_\_\_\_\_ Dept./Branch (if applicable): \_\_\_\_\_

Are you a Law Enforcement Officer (LEO) or a Federal employee who is either a Naturalized US Citizen or a US Citizen who was born abroad?  Yes  No  
If yes, the ACO will submit an Alien Registration Number (ARN) of A"100000000" to the TSA. If No, you must provide the information below that is applicable to you.

If you are a US Citizen who was born in the United States and have a US Passport, please provide:  
US Passport Number: \_\_\_\_\_ Expiration: / /

If you are not a US Citizen, you must provide at least one of the following:  
Alien Registration Number: A \_\_\_\_\_ (9 digits, no dashes) Expiration: / /  
I-94 Arrival/Departure Record Number: \_\_\_\_\_ (11 digits, no dashes) Expiration: / /

Do you hold a Non-Immigrant VISA from a foreign country?  Yes  No  
If Yes, you are required to provide the VISA control number, which appears in the top right-hand corner of the VISA and is labeled "Control Number."  
Non-Immigrant Visa Control Number: \_\_\_\_\_ Expiration: / /

If you are a US Citizen who was born abroad or if you are a Naturalized US Citizen, you are required to provide at least one of the following:

US Passport Number: \_\_\_\_\_ Expiration: / /

Certificate of Naturalization Number (Form N-550 or N-570): \_\_\_\_\_

Certificate of US Citizenship Number (Form N-560 or N-561): \_\_\_\_\_

Certification of Report of Birth (Form DS-1350): \_\_\_\_\_ (A 10 digit number beginning with "159-" that appears in the top right-hand corner of the document. If your DS-1350 was issued prior to 1990 and does not contain a document control number, you must enter "DS-1350" in the field above and you must bring the document with you to the ACO.)

Consular Report of Birth Abroad (Form FS-240): \_\_\_\_\_ (A 10 digit number beginning with "159-" that appears in the top right-hand corner of the document. If your FS-240 was issued prior to 1990 and does not contain a document control number, you must enter "FS-240" in the field above and you must bring the document with you to the ACO.)

Certification of Birth Abroad (Form FS-545): \_\_\_\_\_ (A document that was issued prior to 1990 and does not contain a document control number. You must enter "FS-545" in the field above and you must bring the document with you to the ACO.)

# DFW Airport Identification/Access Badge Application

## To be completed by Applicant

**Last Name:** \_\_\_\_\_ **First Name:** \_\_\_\_\_ **Middle Name:** \_\_\_\_\_

**Social Security No.:** - - - **Date of Birth:** / /

**Name of Employer:** \_\_\_\_\_ **Dept./Branch (if applicable):** \_\_\_\_\_

### Disqualifying Criminal Offenses

Individuals seeking unescorted access authority and/or performing security screening are required to undergo a fingerprint-based criminal history records check that does not disclose that he/she has a disqualifying criminal offense. There are twenty-eight (28) disqualifying crimes under Chapter 49 of the Code of Federal Regulations (Part 1542-209) that will disqualify you from receiving a DFW identification/access badge. Those crimes are:

1. Forgery of certifications, 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;
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 substance;
11. Unlawful entry into an aircraft or airport area that serves air carriers;
12. Destruction of an 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; or
  - i. Illegal possession of a controlled substance punishable by a maximum term of imprisonment of more than one (1) year;
27. Violence at international airports; or
28. Conspiracy or attempt to commit any of the criminal acts listed in this paragraph.

A copy of the criminal record received from the FBI will be provided to the individual, if requested by the individual in writing. The request should be submitted to the Airport Security Coordinator, who is the point of contact for questions about the results of a criminal history records check (CHRC).

### Privacy Act Notice

- Authority:** The authority for collecting this information is 49 U.S.C. 114, "Transportation Security Administration," and 49 U.S.C. 44936, "Employment Investigations and Restrictions."
- Purpose:** This information is needed to verify your identity and to retrieve your criminal history record to evaluate your suitability for access to airport sterile areas and security identification display areas (SIDA), and aircraft. Your Social Security Number (SSN) will be used as your identification number in this process and to verify your identity. Furnishing this information, including your SSN, is voluntary, however, failure to provide it will prevent the completion of your criminal history records check, without which you may not be granted aircraft, sterile area or SIDA access.
- Routine Uses:** Routine uses of this information include disclosure to the U.S. Office of Personnel Management for processing and data verification, to the FBI to retrieve your criminal history record, to TSA contractors or other agents who assist in the maintenance and operation of the fingerprint system, to airport operators or aircraft operators to evaluate suitability for aircraft, sterile area or SIDA access, to appropriate governmental agencies for law enforcement or security purposes, or in the interests of national security, and to foreign and international governmental authorities in accordance with law and international agreement.

I have read the preceding information and understand my rights as an applicant. By signing below I acknowledge my understanding and agree to all the terms in this Privacy Act Notice.

# DFW Airport Identification/Access Badge Application

## To be completed by Applicant

**Last Name:** \_\_\_\_\_ **First Name:** \_\_\_\_\_ **Middle Name:** \_\_\_\_\_

**Social Security No.:** - - \_\_\_\_\_ **Date of Birth:** / / \_\_\_\_\_

**Name of Employer:** \_\_\_\_\_ **Dept./Branch (if applicable):** \_\_\_\_\_

### Security Training Notice

- Applicants for Security Identification Display Area (SIDA) badges are required to take the DFW SIDA Training and the Ramp Safety training after they have met the Criminal History Records Check (CHRC) and Security Threat Assessment (STA) requirements.
- Applicants must pass the DFW SIDA Training and Ramp Safety training final assessments with a score of 100% on each training course before a SIDA badge will be issued.
- Applicants will be given a DFW SIDA Training Pocket Guide and Ramp Safety Pocket Guide as study material when they are fingerprinted in the ACO.
- The DFW SIDA Training Pocket Guide is available in English and Spanish for study purposes only.
- Applicants may not use the DFW SIDA Training Pocket Guide or the Ramp Safety Pocket Guide while taking the training courses or during the final assessments.
- Applicants may not receive assistance of any kind during the training courses or during the final assessments except for assistance in the use of the computer equipment.
- Applicants may take the DFW SIDA Training and the Ramp Safety training on three (3) separate occasions within the thirty (30) days following the CHRC or STA approval date, whichever is the later date.
- Applicants that do not pass the DFW SIDA Training and the Ramp Safety Training by the third (3<sup>rd</sup>) attempt will be required to start the badging process from the beginning, including fingerprinting.
- Applicants' employers are expected to train applicants prior to sending applicants back to the ACO to begin the badging process again.

### 1542 Portal Rules Notice

- The 1542 Portals are monitored by video camera at all times.
- 1542 Portals may only be used by SIDA badge holders who have been authorized to use the portals.
- No public access through the 1542 Portals.
- Use of the 1542 Portals for the purpose of boarding an aircraft for travel is prohibited, except for on-call flight crew.
- Escorting and/or piggy-backing is prohibited.
- Employees are subject to random inspections of their person and property.
- Items prohibited at TSA checkpoints are also prohibited at 1542 Portals, except for liquids, gels, and/or aerosols.
- Failure to abide by the 1542 Portal rules may subject the badge holder to suspension or revocation of their badge and/or access privileges, repeat SIDA security training, civil or criminal prosecution, and/or fines imposed by the TSA for violating TSA Federal regulations.

### Privacy Act Notice

- Authority:** 49 U.S.C. §§114,44936 authorizes the collection of this information.
- Purpose:** The Department of Homeland Security (DHS) will use the biographical information to conduct a security threat assessment and will forward any fingerprint information to the Federal Bureau of Investigation to conduct a criminal history records check of individuals who are applying for, or who hold, an airport-issued identification media or who are applying to become a Trusted Agent of the airport operator. 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 SSA's records to ensure the validity of your name and SSN.
- Routine Uses:** This information may be shared 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 Transportation Security Threat Assessment System (T-STAS), DHS/TSA 002.
- 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.

# DFW Airport Identification/Access Badge Application

## To be completed by Applicant

<b>Last Name:</b>	<b>First Name:</b>	<b>Middle Name:</b>
<b>Social Security No.:</b>	<b>Date of Birth:</b>	
<b>Name of Employer:</b>	<b>Dept./Branch (if applicable):</b>	

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>).

By my signature below, I certify that I do not have a disqualifying criminal offense and I do consent to an electronic fingerprint criminal history records check; in accordance with 49 CFR Part 1542.209. I understand my obligation to disclose to the airport operator within 24 hours if convicted of any disqualifying criminal offense that occurs while having unescorted access authority.

Pursuant to 49 CFR Parts 1542 and 1544, the Airport Board has implemented an electronic fingerprinting Criminal History Records Check (CHRC), which includes this application process and issuance of access badges for individuals whose work requires access to secured areas of DFW Airport. Information provided on this application, including individual social security numbers, will be used by the Airport Board and the Department of Homeland Security Transportation Security Administration (TSA) in accordance with applicable laws to enable the Airport Board and TSA to implement these Federal requirements and the fingerprint CHRC results may also be shared with CBP officials in order to authorize access to areas of DFW Airport controlled by CBP. Social Security Numbers may be used for identification of applicants, sorting and tracking of badges, verification of information and identity and, in the event of misuse of any badge or other privilege connected with this application, for law enforcement or security purposes. Disclosure of an applicant's social security number is mandatory and failure to do so will result in denial of badging privileges.

By my signature below, I certify that I have read the Security Training Notice and the 1542 Portal Rules Notice and acknowledge my understanding and agreement to abide by all the terms and conditions set forth in the Security Training Notice and the 1542 Portal Rules Notice.

By my signature below, I certify that I understand it is the policy of DFW Airport's Department of Public Safety, to Suspend or Revoke access privileges for violation of Federal, State, or Local Laws or the Airport's Security Program. I also understand that a badge holder's access may be suspended while they are a party of interest or a suspect in an active criminal investigation or are currently charged with a Felony, Class A or Class B Misdemeanor criminal charge.

### Social Security Administration Certification

I authorize the Social Security Administration to release my Social Security Number (SSN) 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 12<sup>th</sup> Street, Arlington, Virginia 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.

By my signature below, I certify that I have read the Social Security Administration Certification and acknowledge my understanding and consent to Social Security Administration releasing my information to verify that my SSN is correct.

**Please print the full legal name of the applicant below.**

<b>First Name</b>	<b>Middle Name</b>	<b>Last Name</b>
<b>Applicant's Date of Birth</b>	<b>Applicant's Social Security Number</b>	
<b>Applicant's Signature</b>	<b>Date of Applicant's Signature</b>	

# DFW Airport Identification/Access Badge Application

## Employer Instructions

**Please note: This page is for instructional purposes only and is not to be turned in as part of the badge application.**

An application is required for all new and renewing badge applicants and for the replacement of a lost or stolen badge.

Application must be presented to the Access Control Office (ACO) for the first time within thirty (30) days from the date of the "Sponsoring Authority's Signature" and must contain original signatures or the application will not be accepted.

Employer must complete every field in the Employer Section of the application and must sign the application in all locations where the application indicates "Authorized Employer Representative's Signature." Applications presented to the ACO must contain original signatures and signature dates. All others will be voided and the applicant will be required to complete another badge application.

"Authorized Employer Representative" information and signature in the "Employer" portion of the application must be a duly authorized representative of the company. The name, contact information and signature for the "Authorized Employer Representative" must be for the same individual or the application will be voided and the applicant will be required to complete another badge application.

Employer must ensure applicant uses full legal name on the application. No nicknames or alias names can be used at the top of the application.

Employer must ensure the applicant has completed every field on the application legibly in black or dark blue ink prior to completing the "Employer" portion of the application and prior to signing and dating their signature on the application.

Employer must ensure the application is not folded or mutilated in any way, is not printed double-sided, and does not contain any correction tapes or fluids. Applications that are folded or mutilated in any way, printed double-sided or containing correction tapes or fluids will be voided and the applicant will be required to complete another application.

The "Authorized Employer Representative" listed in the application will be notified via email to send the applicant to the ACO for security and ramp safety training and/or badge issuance after the applicant has successfully met the Criminal History Records Check (CHRC) and Security Threat Assessment (STA) requirements.

Employer must ensure the applicant is told to bring proof of identity and proof of employment authorization documents from the [List of Acceptable Documents](#) to the ACO when the applicant arrives for fingerprinting and for badge issuance.

Employer must also ensure the applicant is told to bring a document to verify the "Current Street Address" listed on the application that contains the applicant's name and current street address. Some examples of documents that may be used to verify the "Current Street Address" are a valid driver's license or state ID card, a bill, a credit card statement, a lease/rental agreement, etc.

Employer may check with the ACO regarding the status of the applicant's CHRC and/or STA results by sending an email to [aco@dfwairport.com](mailto:aco@dfwairport.com) or by calling 972 973 5100 during normal ACO business hours.

Employer is responsible for notifying the ACO immediately whenever a badge is lost, stolen or when access is no longer needed (termination of employment) by completing and faxing a [Badge Deletion Request](#) form to the ACO at 972 973 5113. The [Badge Deletion Request](#) form can be found on the Airport's web-site at [www.dfwairport.com/badge](http://www.dfwairport.com/badge).

All badges are the property of the DFW International Airport Board and must be returned to the Airport Board upon request or upon termination of an employee's access privileges. The employer is responsible for retrieving the badge from the employee and returning the badge to the ACO as soon as possible, but not later than ten (10) business days from the date the ACO receives notification to deactivate the badge. Failure to return a badge within ten (10) business days may result in a fee being assessed in accordance with the DFW Airport Board Schedule of Charges, as may be amended from time to time.

The fees collected for ACO services are collected in accordance with the DFW Airport Board Schedule of Charges, as may be amended from time to time. To review the current fees charged for ACO services, please visit <http://www.dfwairport.com/about/financials.php>.

# DFW Airport Identification/Access Badge Application

## To be completed by Employer

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ Middle Name: \_\_\_\_\_

Social Security No.: - - Date of Birth: / /

Name of Employer: \_\_\_\_\_ Dept./Branch (if applicable): \_\_\_\_\_

Name of Employer: \_\_\_\_\_

Employer's Current Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Employer's Current Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Business Phone: ( ) - Fax: ( ) -

Web-Site Address: \_\_\_\_\_

By my signature below, I certify that I understand it is the policy of DFW Airport's Department of Public Safety, to Suspend or Revoke access privileges for violation of Federal, State, or Local Laws or the Airport's Security Program. I also understand that a badge holder's access may be suspended while they are a party of interest or a suspect in an active criminal investigation or are currently charged with a Felony, Class A or Class B Misdemeanor criminal charge.

Pursuant to 49 CFR Parts 1542 and 1544, the Airport Board has implemented an electronic fingerprinting Criminal History Records Check (CHRC), which includes this application process and issuance of access badges for individuals whose work requires access to secured areas of DFW Airport. Information provided on this application, including individual social security numbers, will be used by the Airport Board and the Department of Homeland Security Transportation Security Administration (TSA) in accordance with applicable laws to enable the Airport Board and TSA to implement these Federal requirements and the fingerprint CHRC results may also be shared with CBP officials in order to authorize access to areas of DFW Airport controlled by CBP. Social Security numbers may be used for identification of applicants, sorting and tracking of badges, verification of information and identity and, in the event of misuse of any badge or other privilege connected with this application, for law enforcement or security purposes. Disclosure of an applicant's social security number is mandatory and failure to do so will result in denial of badging privileges.

By my signature below, I certify that I am a duly 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 authorized an electronic fingerprint be obtained for the purpose of performing a criminal history record check; and is responsible for all applicable fees and charges; and that the employee's Airport Access Badge will be returned upon request, termination, or when access is no longer required; that the above named employee is required to have access to secure areas of the Airport. 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>).

Please print the full legal name of the duly Authorized Employer Representative.

First Name \_\_\_\_\_ Middle Name or Initial \_\_\_\_\_ Last Name \_\_\_\_\_

Authorized Employer Representative's Signature \_\_\_\_\_ Date of Authorized Employer Representative's Signature \_\_\_\_\_

Please print the contact information of the duly Authorized Employer Representative below.

Email Address: \_\_\_\_\_

Business Phone: ( ) - Fax: ( ) - Cell: ( ) -

# DFW Airport Identification/Access Badge Application

## DFW Authorized Sponsoring Authority Instructions

**Please note: This page is for instructional purposes only and is not to be turned in as part of the badge application.**

An application is required for all new and renewing badge applicants and for the replacement of a lost or stolen badge.

Application must be presented to the Access Control Office (ACO) for the first time within thirty (30) days from the date of the "Sponsoring Authority's Signature" and must contain original signatures or the application will not be accepted.

Sponsoring Authority must be an active Security Identification Display Area (SIDA) badge holder for a tenant airline, government agency or the Airport Board who is authorized by the Access Control Office (ACO) to sponsor badge applicants and who has an active signature on file with the ACO. The Chief Executive Officer of DFW Airport may designate a DFW Airport tenant as a Sponsoring Authority for the limited purpose of sponsoring badge applicants at DFW Airport.

Sponsoring Authority will be deactivated when the Sponsoring Authority no longer has an active SIDA badge, when the Sponsoring Authority no longer qualifies for a SIDA badge, and/or when the Sponsoring Authority does not fulfill his/her responsibilities and duties as an authorized Sponsoring Authority at DFW International Airport, including successfully completing mandatory annual sponsoring authority training.

Sponsoring Authority is assigned a unique sponsor code and a company code by the ACO, which are to be printed on the badge application in the "Sponsoring Authority" portion of the application.

Sponsoring Authority must ensure every field on the application in the "Applicant" and "Employer" portions of the application have been completed in black or dark blue ink prior to completing the "Sponsoring Authority" portion of the application and prior to signing and dating their signature.

Sponsoring Authority must authorize only the type of badge to be issued (SIDA, Non-SIDA or Employee/Contractor ID) based upon the job responsibilities and duties of the applicant using the following guidelines:

- If the applicant's job responsibilities do not require unescorted access in the SIDA, the sponsoring authority should not authorize the issuance of a SIDA badge;
- If the applicant's job responsibilities require unescorted access in the SIDA, the sponsoring authority should authorize the issuance of a SIDA badge;
- If the applicant's job responsibilities require access to the Sterile areas only of DFW Airport, the sponsoring authority should authorize the issuance of a Non-SIDA badge; or
- If the applicant's job responsibilities require access to the Public areas or Airport Board facilities only of DFW Airport, the sponsoring authority should authorize the issuance of an Employee/Contractor ID badge.

Sponsoring Authority must complete the fields for badge color, badge expiration period (ex. 2 Year, 1 Year, 6 Months, etc.) and assign access codes to be encoded on the badge based upon the doors and gates through which access is required prior to signing the application where the application indicates "Sponsoring Authority's Signature."

Sponsoring Authority for a Signatory Airline must provide SON (Submitting Office Number) and UID (Unique Identifier) when CHRC is to be received by the Signatory Airline for review and approval.

Authorized unescorted access to the Federal Inspection Service (FIS) area is authorized by U.S. Customs and Border Protection (CBP) and is depicted on the DFW Airport Identification/Access Badge by a seal. Electronic access to the FIS is encoded on the badge upon authorization from CBP. Badge sponsors authorized by the ACO are not authorized to approve the addition of FIS access to badges.

# DFW Airport Identification/Access Badge Application

## To be completed by DFW Authorized Badge Sponsor

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ Middle Name: \_\_\_\_\_

Social Security No.: - - Date of Birth: / /

Name of Employer: \_\_\_\_\_ Dept./Branch (if applicable): \_\_\_\_\_

### Badge Color

- |   |  |  |  |   |
|---|--|--|--|---|
| <input type="checkbox"/> Yellow SIDA<br>Airline Tenant<br>Sponsored | <input type="checkbox"/> Red SIDA<br>Government<br>Sponsored | <input type="checkbox"/> Blue SIDA<br>Airport Board<br>Sponsored | <input type="checkbox"/> Green Non-SIDA<br>Sterile Access Only | <input type="checkbox"/> White ID<br>Board Employees/Contractors<br>Airport Board Sponsored |
|---|--|--|--|---|

### Badge Expiration

- |   |   |  |  |  |                                 |
|---|---|--|--|--|---------------------------------|
| <input type="checkbox"/> 2 Year<br>Expiration | <input type="checkbox"/> 1 Year<br>Expiration | <input type="checkbox"/> 6 Month<br>Expiration | <input type="checkbox"/> 3 Month<br>Expiration | <input type="checkbox"/> Other Date Less than 1 Year<br>Expiration | _____/_____/_____<br>MM/DD/YYYY |
|---|---|--|--|--|---------------------------------|

Please note that 2 year expiration can only be authorized for SIDA badges and Airport Board employee White ID badges.

**Access Codes** Sponsoring Authority must place initials in the next field after the last access code assigned. Application will be voided if initials are not present.

\_\_\_\_\_  
\_\_\_\_\_

If you are a signatory airline who is a participating 49 CFR Part 1544 carrier, please provide the following:

Submitting Official Number (SON) (if applicable) \_\_\_\_\_ Unique Identifier - UID (if applicable) \_\_\_\_\_

By my signature below, I certify that I understand it is the policy of DFW Airport's Department of Public Safety, to Suspend or Revoke access privileges for violation of Federal, State, or Local Laws or the Airport's Security Program. I also understand that a badge holder's access may be suspended while they are a party of interest or a suspect in an active criminal investigation or are currently charged with a Felony, Class A or Class B Misdemeanor criminal charge.

Pursuant to 49 CFR Parts 1542 and 1544, the Airport Board has implemented an electronic fingerprinting Criminal History Records Check (CHRC), which includes this application process and issuance of access badges for individuals whose work requires access to secured areas of DFW Airport. Information provided on this application, including individual social security numbers, will be used by the Airport Board and the Department of Homeland Security Transportation Security Administration (TSA) in accordance with applicable laws to enable the Airport Board and TSA to implement these Federal requirements and the fingerprint CHRC results may also be shared with CBP officials in order to authorize access to areas of DFW Airport controlled by CBP. Social Security numbers may be used for identification of applicants, sorting and tracking of badges, verification of information and identity and, in the event of misuse of any badge or other privilege connected with this application, for law enforcement or security purposes. Disclosure of an applicant's social security number is mandatory and failure to do so will result in denial of badging privileges.

By my signature I certify: that I am authorized to approve this application; that the above named employer is required to have employees with unescorted access to secure and/or sterile areas of the Dallas/Fort Worth International Airport. I have personal knowledge of the employer and the employer's need to have employees' access secure and/or sterile areas of the Airport. I authorize the issuance of an Airport Access Badge as indicated: (check one badge color; check expiration date; and add Access Matrix Number(s) if applicable). This application expires within 30 days from the date of my signature. 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>).

Please print the full legal name of the Sponsoring Authority below.

First Name \_\_\_\_\_ Middle Name or Initial \_\_\_\_\_ Last Name \_\_\_\_\_

Sponsoring Authority's Signature \_\_\_\_\_ Date of Sponsoring Authority's Signature \_\_\_\_\_

Please print the contact information of the Sponsoring Authority below.

Business Phone: ( ) - Fax: ( ) - Cell: ( ) -

Sponsoring Authority's Sponsor Code: \_\_\_\_\_ Sponsoring Authority's Company Code: \_\_\_\_\_

# DFW Airport Identification/Access Badge Application

## For Access Control Office Use Only

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ Middle Name: \_\_\_\_\_

Social Security No.: - - Date of Birth: / /

Name of Employer: \_\_\_\_\_ Dept./Branch (if applicable): \_\_\_\_\_

**Trusted Agent who determined the applicant's identity, employment authorization and who authorized the issuance of the badge:**

Copied proof of identity and employment authorization documents and attached to application

IRMS Receipt Number: \_\_\_\_\_ Receipt Date: / /

1<sup>st</sup> Issuance

Renew within 30 days from expiration Exp. Date of Badge: / / Badge Number: \_\_\_\_\_

Renew not within 30 days from expiration Exp. Date of Badge: / / Badge Number: \_\_\_\_\_

Replace Lost/Stolen 1<sup>st</sup> Occurrence  Replace Lost/Stolen 2<sup>nd</sup> Occurrence  Replace Lost/Stolen 3<sup>rd</sup> Occurrence

A copy of a Police Report listing the badge as stolen property is attached

Replace Damaged/Destroyed while working (no charge)  Replace Damaged/Destroyed by badge holder (fee collected)

Replace to change level of access (SIDA to Non-SIDA, Non-SIDA to SIDA, etc.), company name, personal name

**Documents Presented from List A:**

U.S. Passport or US Passport Card

Permanent Resident Card or Alien Registration Card (Form I-551)

Foreign passport that contains a temporary I-551 stamp

Employment Authorization Document (Form I-766)

Foreign passport with photograph and Form I-94 or Form I-94A

Passport from the Federated States of Micronesia or the Republic of the Marshall Islands with Form I-94 or Form I-94A

**Documents Presented from List B (Must also have a document from List C):**

Driver's license or State ID card

ID card with photograph issued by federal, state or local government agencies or entities (ex. unexpired DFW badge)

School ID card with photograph

US Military or Military's dependent card with photograph

**Documents Presented from List C (Must also have a document from List B):**

Social Security Card (other than a card stating it is not authorization for employment in the US)

Certification of Birth Abroad issued by the Department of State (Form FS-545)

Certification of Report of Birth issued by the Department of State (Form DS-1350)

Original or certified copy of a birth certificate issued by a US state, county, municipal authority or territory

Native American tribal document

U.S. Citizen ID Card (Form I-197)

ID Card for Use of Resident Citizen in the United States (Form i-179)

Employment authorization document issued by DHS (other than the EAD under List A)

**Documents to Validate Current Street Address:**

Driver's license or State ID card

Credit card statement, bill, lease agreement

Other – Please specify \_\_\_\_\_

**Trusted Agent who captured the applicant's fingerprints:**

SIDA Training Pocket Guide and Ramp Safety Pocket Guide given to applicant

# DFW Airport Identification/Access Badge Application

## For Access Control Office Use Only

<b>Last Name:</b>	<b>First Name:</b>	<b>Middle Name:</b>
<b>Social Security No.:</b>	- -	<b>Date of Birth:</b> / /
<b>Name of Employer:</b>	<b>Dept./Branch (if applicable):</b>	

<b>Trusted Agent who verified applicant is ready for badge issuance:</b>	
Fingerprint Date : / /	CHRC Case Number:
<input type="checkbox"/> CHRC Cleared	Date of CHRC Clearance: / /
<input type="checkbox"/> STA Approved	Date of STA Approval: / /
<input type="checkbox"/> Email notification sent	Date Email Sent to Employer: / /
<b>Trusted Agent who administered SIDA Training and Ramp Safety Training:</b>	
IRMS Receipt Number 1 <sup>st</sup> Day:	Date of Receipt: / /
IRMS Receipt Number 2 <sup>nd</sup> Day:	Date of Receipt: / /
IRMS Receipt Number 3 <sup>rd</sup> Day:	Date of Receipt: / /
Date SIDA Training successfully completed:	/ /
Date Ramp Safety Training completed:	/ /
<b>Trusted Agent who issued the badge:</b>	
IRMS Receipt Number:	Receipt Date: / /
Badge Issue Date:	/ /
Badge Expiration Date:	/ /
Badge Color:	
Badge Number:	

## For ACO Supervisory Use Only

<input type="checkbox"/> <b>Application Voided</b>
<b>Date Voided:</b> / /
<b>Reason Voided:</b>
<b>Supervisor's Initials:</b>