

**Metropolitan Washington Airports Authority Airport Identification Badge Application**

Ronald Reagan Washington National  Washington Dulles International

**Section I – Applicant Information**

This Section Must be Typed

Security Tech: \_\_\_\_\_

Full Legal Name

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

Other Names Used (Aliases): \_\_\_\_\_

**Per TSA requirements, you must provide a Social Security Number. Failure to provide it may delay or prevent completion of a Security Threat Assessment by the Transportation Security Administration.** Social Security Number: \_\_\_\_\_

Current Residency Address

Street: \_\_\_\_\_ City/State/ZIP: \_\_\_\_\_

Phone: \_\_\_\_\_ Email (optional) \_\_\_\_\_

Biographical Data

Height: \_\_\_\_\_ feet; \_\_\_\_\_ inches Weight: \_\_\_\_\_ pounds Gender:  Male  Female

U.S. State of Birth (Country if non-US): \_\_\_\_\_ Country of Citizenship: \_\_\_\_\_

Race: \_\_\_\_\_ Hair Color: \_\_\_\_\_ Eye Color: \_\_\_\_\_ Date of Birth: \_\_\_\_\_  
 (MM/DD/YYYY)

Employer Information

Company: \_\_\_\_\_ Division (if any): \_\_\_\_\_

Job Title: \_\_\_\_\_ Hire Date: \_\_\_\_\_  
 (MM/DD/YYYY)

This Section Must be Typed

**Section II – Identification and Work Authorization**

Security Tech: \_\_\_\_\_

- (1) Every Applicant must present two forms of unexpired identification issued by a government authority and at least one of which must have a photo. Acceptable forms of identification are those listed in the table below.
- (2) For U.S. Citizens, two forms of ID as described in sentence (1) above; if no ID is provided from List A, you must provide one ID from List B and one ID from List C in the table below.
- (3) For U.S. Citizens born abroad or naturalized U.S. Citizens, have at least one of the following: (i) U.S. Passport, (ii) Certification of Naturalization, or (iii) Certificate of Birth Abroad (Form DS-1350 or Form FS-545).
- (4) For Individuals who hold a non-immigrant visa, provide the visa control number.
- (5) For Individuals who are not U.S. Citizens, have at least one of the following: (i) Permanent Resident Card or Alien Registration Receipt Card (Form I-551), (ii) Arrival-Departure Record (Form I-94) when presented with an unexpired foreign passport bearing the same name and containing an endorsement of the individual's non-immigrant status.

List A	List B	AND	List C
<input type="checkbox"/> U.S. Passport or U.S. Passport Card	<input type="checkbox"/> State Driver's License		<input type="checkbox"/> Social Security Card
<input type="checkbox"/> Permanent Resident Card or Alien Registration Receipt Card (Form I-551)	<input type="checkbox"/> State ID Card		<input type="checkbox"/> Original or Certified Copy of Birth Certificate
<input type="checkbox"/> Foreign Passport with I-551 Stamp	<input type="checkbox"/> School ID with Photo		<input type="checkbox"/> Dept. of State Certification of Birth (FS-545)
<input type="checkbox"/> Foreign Passport and Form I-94 or Form I-94A	<input type="checkbox"/> Voter's Registration Card		<input type="checkbox"/> Dept. of State Report of Birth (DS-1350)
<input type="checkbox"/> Employment Authorization Document with Photo (Form I-766)	<input type="checkbox"/> U.S. Military Card or draft card		<input type="checkbox"/> Consular Report of Birth form (FS-240)
<input type="checkbox"/> Passport from the FSM or 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	<input type="checkbox"/> U.S. Military Dependent's ID		<input type="checkbox"/> Native American Tribal Document
	<input type="checkbox"/> U.S. Citizen ID Card (Form I-197)		<input type="checkbox"/> U.S. Citizen ID Card (Form I-197)
	<input type="checkbox"/> USCG Merchant Mariner Card		<input type="checkbox"/> Resident Citizen ID Card (Form I-179)
	<input type="checkbox"/> Native American Tribal Document		<input type="checkbox"/> Employment authorization issued by DHS
	<input type="checkbox"/> Canadian Driver's License		
	<input type="checkbox"/> Other _____		

### Section III – Applicant’s Security Responsibility Agreement

49 CFR Part 1540 holds each individual responsible for their actions as they may pertain to airport security. Following is a summary of those responsibilities and obligations as contained in the applicable Orders and Instructions applicable to my possession of an Identification Badge:

1. I will not allow anyone else to use my Identification Badge or airport issued access key.
2. I will wear my Identification Badge on my outermost garment at all times in the Security Controlled Areas.
3. I will ensure proper closing and locking of Security Controlled Areas doors and/or vehicle gates.
4. I will immediately report the theft or loss of my Identification Badge or key to Airport Operations.
5. I will challenge and report any individual who is not displaying an Identification Badge in the Security Controlled Areas.
6. I will immediately report any security violation I witness to Airport Operations or Airport Police.
7. I will submit to searches of my person, property, bags, and/or vehicle at any time entering, attempting to enter, or present within the Security Controlled Areas of the Airport. I further understand that refusal to submit to searches or attempting to enter with or possession of unauthorized weapons, firearms, explosives, and/or incendiaries will result in penalties including but not limited to revocation of the badge in accordance with airport policies.
8. I understand that if I am convicted or found not guilty by reason of insanity of any of the crimes on the Fingerprint Application in the future, I must report such a conviction or finding of not guilty by reason of insanity to the Airport Security Manager within 24 hours.
9. I will be screened by TSA at a passenger screening checkpoint prior to boarding a flight. If, after I have been screened, I exit the sterile or secured areas of the airport I must be re-screened at a passenger screening checkpoint. Using my badge to circumvent screening is a serious violation and will result in revocation of the badge for a minimum of one year.

I certify that I have read, understand, and will comply with the above security procedures as well as the Orders and Instructions applicable to my possession of an Identification Badge, and been provided the opportunity to have my questions answered. I acknowledge my security responsibilities under 49 CFR 1540.105(a). I understand that failure to comply with any applicable security procedure may result in revocation of my Identification Badge or key(s) which means, I will lose access to security-controlled areas of the airport and I may not be escorted. I understand that committing certain aviation security violations may result in my information being listed in the TSA Centralized Revocation Database for 5 years from the date the violation occurred. **Applicant’s Initials:** \_\_\_\_\_

### Section IV – Criminal History

Public Law 107-71 (49 USC 44936) and 49 CFR 1542.209 forbids anyone who has been convicted or found not guilty by reason of insanity within the previous 10 years of the crimes listed on the fingerprint application from being granted unescorted access to the airport’s Security Controlled Area (i.e. the person cannot be given an identification badge). All applicants must submit fingerprints that will be used to check the criminal history. A copy of your CHRC sent by the FBI may be obtained from the Airport Security Coordinator by submitting a written request. If you contest the accuracy of the information you may directly contact the agency that reported the disqualifying conviction to correct your record.

#### Domestic Air Carrier Criminal History Record Check Certification (For Air Carriers Only)

Security Tech: \_\_\_\_\_

( ) New Certification ( ) Existing Certification ( ) Updated information

I certify that i) a fingerprint-based CHRC has been successfully conducted for this applicant which did not disclose any disqualifying criminal offenses in accordance with TSR 1544.229 or 1544.230, ii) the applicant has been subscribed into the FBI Rap Back Program as managed through the Air Carrier identified below, iii) that an active Rap Back subscription will be maintained in accordance with TSA requirements, and iv) that a copy of the Privacy Act Notice on Page 4 of this application has been provided to the applicant. I further certify that the fingerprint-based CHRC and Rap Back enrollment have been processed according to the following dates:

\_\_\_\_\_ Date of Submission of the fingerprint-based CHRC. Fingerprint Case Number: \_\_\_\_\_

\_\_\_\_\_ Date Results Received and Certified that the applicant does not have a disqualifying criminal offense in accordance with TSR 1544.229 or 1544.230.

**Rap Back Enrollment:** Provide FBI No. \_\_\_\_\_ Date of subscription \_\_\_\_\_

In instances where a Domestic Air Carrier individual cannot be enrolled in Rap Back due to unclassifiable fingerprints, a Manual Name Check (MNC) must be completed. This should be denoted with the code “MNC” in the Rap Back No field.

I certify and attest that I will provide immediate notification to the Pass and ID Office or Airport Operations of i) withdrawal of the CHRC/ Rap Back Certification, ii) any disqualifying criminal offense as listed in TSR 1544.229 or 1544.230 related to the applicant, or iii) when the applicant no longer needs unescorted access for my company to the Security Controlled Areas.

Air Carrier: \_\_\_\_\_ Certification Official Name (Print): \_\_\_\_\_

Certification Official Signature: \_\_\_\_\_

Title: \_\_\_\_\_ Date: \_\_\_\_\_

**By signing this form, I am certifying that 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 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)**

**Applicant’s Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_





**Section V – Company Information and Certification**

Security Tech: \_\_\_\_\_




Company/Employer \_\_\_\_\_

I hereby request that the applicant be granted the following access badge type and/or privileges on their Identification Badge


**DCA Badge Type Requested**

-  Blue – Unescorted access to the SIDA, Secured Area, and Sterile Area.
-  Yellow – Unescorted access to the Sterile and security controlled areas, except air carrier operation areas.
-  Orange – Unescorted access to the Sterile Area through the passenger-screening checkpoint only.
-  R/W/B – Unescorted access to the SIDA, Secured Area, and Sterile Area for TSA senior staff members.

**IAD Badge Type Requested**

-  Blue - Unescorted access to the SOPA, AOA, SIDA, Sterile Area, and Secured Area with Command Post
-  Green - Unescorted access to the SOPA, AOA, SIDA, Sterile Area, and Secured Area.
-  Red - Unescorted access to the Sterile Area.

**Joint Use DCA and IAD Badge – Restricted availability**

-  Purple - Unescorted access to DCA and IAD’s AOA, SIDA, Secured Area, Sterile Area and IAD’s SOPA

**Special Endorsements:**

- Gate Agent – Required for jet bridge door timed override for enplaning and deplaning operations. Yes No
- Escort Authority - Required to escort un-badged individuals inside the security fence line. Yes No
- Customs – Required for access into the areas controlled by U. S. Customs and Border Patrol. Yes No
- Command Post – A designation restricted to those individuals approved by Airport Operations. Yes No

\*\*\*Endorsement Justification for Escort / Command Post Request:

**Airfield Driving Privileges**

- |   | <b><u>DCA</u></b>            | <b><u>IAD</u></b>            |                             |
|---|------------------------------|------------------------------|-----------------------------|
| Non-Movement Area (Basic driver permit required for all persons driving inside the security fence line) | <input type="checkbox"/> Yes | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Movement Area (Advanced Permit required for all persons requesting access to runways or taxiways)       | <input type="checkbox"/> Yes | <input type="checkbox"/> Yes | <input type="checkbox"/> No |

I hereby certify and attest that the individual applicant i) has a specific need for unescorted access authority; and ii) acknowledges their security responsibilities under 49 CFR 1540.105(a).

I certify and attest that I will provide immediate notification to the Pass and ID Office or Airport Operations of when the applicant no longer needs unescorted access for my company to the Security Controlled Areas.

By signing this form, I am certifying that 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 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)

Certification Official Name (Print): \_\_\_\_\_ Title: \_\_\_\_\_

Certification Official Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Certification Official Phone: \_\_\_\_\_ Certification Official Email: \_\_\_\_\_

## **METROPOLITAN WASHINGTON AIRPORTS AUTHORITY USE OF INFORMATION**

The U.S. Department of Homeland Security (DHS), Transportation Security Administration (TSA) requires the Metropolitan Washington Airports Authority to collect the information on these application forms (with a few, minor exceptions) for every person applying for a badge. This application and other records relating to it are kept confidential by the Airport Security Coordinator at each airport and only used by the Airports Authority and its agents in administering airport security and the access control system, in particular. The only exception is that the TSA may examine the Airports Authority's files at any time and the TSA requires the information to be submitted to it periodically. TSA also requires the Airports Authority to provide the following notice:

### **TSA PRIVACY ACT STATEMENT**

**Authority:** 6 U.S.C. § 1140, 46 U.S.C. § 70105; 49 U.S.C. §§ 106, 114, 5103a, 40103(b)(3), 40113, 44903, 44935-44936, 44939, and 46105; the Implementing Recommendations of the 9/11 Commission Act of 2007, § 1520 (121 Stat. 444, Public Law 110-53, August 3, 2007); FAA Reauthorization Act of 2018, §1934(c) (132 Stat. 3186, Public Law 115-254, Oct 5, 2018), and Executive Order 9397 (November 22, 1943), as amended.

**Purpose:** The Department of Homeland Security (DHS) will use the information to conduct a security threat assessment. If applicable, your fingerprints and associated information 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 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 your fingerprints for enrollment into US-VISIT Automated Biometrics Identification System (IDENT).

DHS will also maintain a national, centralized revocation database of individuals who have had airport- or aircraft operator- issued identification media revoked for noncompliance with aviation security requirements. DHS has established a process to allow an individual whose name is mistakenly entered into the database to correct the record and have the individual's name expunged from the database. If an individual who is listed in the centralized database wishes to pursue expungement due to mistaken identity, the individual must send an email to TSA at [Aviation.workers@tsa.dhs.gov](mailto:Aviation.workers@tsa.dhs.gov).

**Routine Uses:** In addition to those disclosures generally permitted under 5 U.S.C. § 552a(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 U.S.C. § 552a(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 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 may be published at any time in the Federal Register, including the Routine Uses for the NGI system and the FBI's Blanket Routine Uses.

**Disclosure:** Pursuant to § 1934(c) of the FAA Reauthorization Act of 2018, TSA is required to collect your SSN on applications for Secure Identification Display Area (SIDA) credentials. For SIDA applications, failure to provide this information will result in denial of a credential. For other aviation credentials, although furnishing your SSN is voluntary, if you do not provide the information requested, DHS maybe unable to complete your security threat assessment.

I authorize the Social Security Administration to release my Social Security Number and full name to the Transportation Security Administration. Enrollment Services and Vetting Programs, Attention: Vetting Programs (TSA-10)/Aviation Worker Program, 6595 Springfield Center Drive, Springfield, VA 20598-6010.

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.

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

Date of Birth: \_\_\_\_\_ SSN: \_\_\_\_\_

Signature: \_\_\_\_\_ Date Signed: \_\_\_\_\_