



ID Media #

SECTION 1 APPLICANT BIOGRAPHIC INFORMATION Present this application along with two (2) forms of identification (Refer to the I-9 List of Acceptable Documents.) Type or print legibly using black or blue ink. Complete all applicable sections. Incomplete forms will be rejected.

Last Name		First Name			Middle Name		
Other Names Used (Include ALL Previous Names, Including Maiden, Nickname, or Aliases)							
Last Name		First Name			Middle Name		
Last Name		First Name			Middle Name		
Email Address							
Race/Ethnicity <input type="checkbox"/> Asian <input type="checkbox"/> Black <input type="checkbox"/> Hispanic, Latino <input type="checkbox"/> Native American <input type="checkbox"/> White <input type="checkbox"/> Unknown <input type="checkbox"/> Other (Please List) _____							
Date of Birth (MM/DD/YYYY) / /		Gender	Hair Color		Eye Color	Height (Feet/Inches)	Weight (Lbs.)
Driver's License or State ID Card Number		State	Home or Cell Phone Number ()		Passport Number		Passport Country
Mailing Address			City		State	Zip	
Place of Birth					Citizenship Country		
City			State	Country			
IF YOU ARE A U.S. CITIZEN NOT BORN IN THE U.S.				IF YOU ARE NOT A U.S. CITIZEN			
<input type="checkbox"/> US Passport		No.		<input type="checkbox"/> Non-Immigrant Visa		No.	
<input type="checkbox"/> Birth Abroad Certificate		<input type="checkbox"/> DS1350 <input type="checkbox"/> FS545 <input type="checkbox"/> FS240		<input type="checkbox"/> I-94 Form		No.	
<input type="checkbox"/> Certification of Naturalization (N-550 or N-570)		<input type="checkbox"/> Certificate of Citizenship (N-560 or N-561)		<input type="checkbox"/> Other		No./ Type	
Alien Registration Number: (Applies to both categories above)				A			

SECTION 2 COMPANY INFORMATION This section MUST be filled out completely by an authorized signer from the sponsoring company. Type or print legibly in black or blue ink or application will be rejected.

Employer		Department	
Sponsoring Company			
APPLICATION TYPE (Select One): <input type="checkbox"/> RENEWAL <input type="checkbox"/> AUTHORIZED SIGNATORY <input type="checkbox"/> SECURE <input type="checkbox"/> STERILE <input type="checkbox"/> AOA		DESIGNATIONS (Mark all that apply): <input type="checkbox"/> Authorized Signer <input type="checkbox"/> Driving <input type="checkbox"/> Escort Authority	

AUTHORIZING AGENT CERTIFICATION

I certify that I have reviewed this application for accuracy and verified the employment eligibility of the applicant. I hereby agree that my company, as the applicant's sponsor, will timely pay for all fees and charges related to the issuance of Media to applicant, including without limitation applicable fees for fingerprinting and processing applicant (if applicable) and issuing ID. I specifically agree that if this Media is not returned upon termination of applicant's employment, my company, as sponsor, will pay any applicable non-returned Media fees. I understand that my company's agreement, as sponsor, to be responsible for such charges and fees is a material condition to the Airport's issuance of the Media, and that without such an agreement from the sponsor, the Airport would not issue ID Media to applicant. I also attest that specific needs exist for this applicant to have unescorted access authority, and that the applicant acknowledges his or her security responsibilities under 49 CFR 1540.105(a).

AUTHORIZING AGENT NAME (Print):			
AUTHORIZING AGENT SIGNATURE:			
Phone Number: ()		Date:	Signature Checked By

DO NOT SIGN UNTIL APPLICATION IS COMPLETED

VALID FOR 30 DAYS AFTER SIGNED AND DATED

SECTION 3 DISQUALIFYING OFFENSES

This section must be completed by applicant listed on page 1 of this application.

Under **Transportation Security Administration (TSA)** requirements, a fingerprint-based criminal history records check is required before an airport identification badge can be issued which allows an individual to have unescorted access to the Security Identification Display Area (**SIDA**) and/or sterile areas, or authority to authorize others to have unescorted access to the SIDA.

DISQUALIFYING CRIMINAL OFFENSES. Have you been convicted, or found not guilty by reason of insanity, of any of the disqualifying crimes listed below during the previous ten years? You must complete a checkbox for each disqualifying offense. If you answer "yes" to any of the following, you may be ineligible to obtain an identification badge and will be required to provide additional information for further processing of your application. Additionally, you may be disqualified for any other crime classified as a felony that the TSA Administrator determines indicates a propensity for placing contraband aboard an aircraft in return for money.

Yes <input type="checkbox"/> No <input type="checkbox"/>	Forgery of certificates, false marking of aircraft, and other aircraft registration violations (49 U.S.C. 46306)	Yes <input type="checkbox"/> No <input type="checkbox"/>	Treason
Yes <input type="checkbox"/> No <input type="checkbox"/>	Interference with air navigation (49 U.S.C. 46308)	Yes <input type="checkbox"/> No <input type="checkbox"/>	Rape or aggravated sexual abuse
Yes <input type="checkbox"/> No <input type="checkbox"/>	Improper transportation of a hazardous material (49 U.S.C. 46312)	Yes <input type="checkbox"/> No <input type="checkbox"/>	Unlawful possession, use, sale, distribution or manufacture of an explosive or weapon
Yes <input type="checkbox"/> No <input type="checkbox"/>	Aircraft piracy (49 U.S.C. 46502)	Yes <input type="checkbox"/> No <input type="checkbox"/>	Extortion
Yes <input type="checkbox"/> No <input type="checkbox"/>	Interference with flight crew members or flight attendants (49 U.S.C. 46504)	Yes <input type="checkbox"/> No <input type="checkbox"/>	Armed or felony unarmed robbery
Yes <input type="checkbox"/> No <input type="checkbox"/>	Commission of certain crimes aboard aircraft in flight (U.S.C. 46506)	Yes <input type="checkbox"/> No <input type="checkbox"/>	Distribution of or intent to distribute a controlled substance
Yes <input type="checkbox"/> No <input type="checkbox"/>	Carrying a weapon or explosive aboard an aircraft (U.S.C. 46505)	Yes <input type="checkbox"/> No <input type="checkbox"/>	Felony arson
Yes <input type="checkbox"/> No <input type="checkbox"/>	Conveying false information and threats (49 U.S.C. 46507)	Yes <input type="checkbox"/> No <input type="checkbox"/>	Felony involving a threat
Yes <input type="checkbox"/> No <input type="checkbox"/>	Aircraft piracy outside the special aircraft jurisdiction of the United States (49 U.S.C. 46502(b))	Yes <input type="checkbox"/> No <input type="checkbox"/>	Felony involving willful destruction of property
Yes <input type="checkbox"/> No <input type="checkbox"/>	Aircraft lighting violations involving transporting controlled substances (49 U.S.C. 46315)	Yes <input type="checkbox"/> No <input type="checkbox"/>	Felony involving importation or manufacture of a controlled substance
Yes <input type="checkbox"/> No <input type="checkbox"/>	Unlawful entry into an aircraft or airport area that serves air carriers or foreign air carriers contrary to established security requirements (49 U.S.C. 46314)	Yes <input type="checkbox"/> No <input type="checkbox"/>	Felony involving burglary
Yes <input type="checkbox"/> No <input type="checkbox"/>	Destruction of an aircraft or aircraft facility (18 U.S.C. 32)	Yes <input type="checkbox"/> No <input type="checkbox"/>	Felony involving theft
Yes <input type="checkbox"/> No <input type="checkbox"/>	Murder	Yes <input type="checkbox"/> No <input type="checkbox"/>	Felony involving dishonesty, fraud, or misrepresentation
Yes <input type="checkbox"/> No <input type="checkbox"/>	Assault with intent to murder	Yes <input type="checkbox"/> No <input type="checkbox"/>	Felony involving possession or distribution of stolen property
Yes <input type="checkbox"/> No <input type="checkbox"/>	Espionage	Yes <input type="checkbox"/> No <input type="checkbox"/>	Felony involving aggravated assault
Yes <input type="checkbox"/> No <input type="checkbox"/>	Sedition	Yes <input type="checkbox"/> No <input type="checkbox"/>	Felony involving bribery
Yes <input type="checkbox"/> No <input type="checkbox"/>	Kidnapping or hostage taking	Yes <input type="checkbox"/> No <input type="checkbox"/>	Felony involving illegal possession of a controlled substance punishable by a maximum term of imprisonment of more than one year
		Yes <input type="checkbox"/> No <input type="checkbox"/>	Violence at international airports (18 U.S.C. 37)
		Yes <input type="checkbox"/> No <input type="checkbox"/>	Conspiracy or attempt to commit any of the aforementioned criminal acts

The information I have provided in 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 can be punished by fine or imprisonment or both (**Section 1001 of Title 18** of the United States Code).

By signing this document, I consent to the performance of a warrants check and any other background verifications or actions taken by the Department of Airports in accordance with TSA and Airport requirements governing identification media.

I agree to notify the Airport within 24 hours if I am convicted, or found not guilty by reason of insanity, of any of the above disqualifying crimes and will return my Media. **Initials X** _____

I agree that the results of the criminal history records check can be disclosed to my employer and I understand that I may obtain a copy upon written request to the Airport Security Coordinator. **Initials X** _____

Applicant's Signature **X** _____ Date _____

SECTION 4 SOCIAL SECURITY NUMBER

I authorize the Social Security Administration to release my Social Security Number and full name to the Transportation Security Administration, Enrollments Services and Vetting Programs, Attention: Vetting Programs (TSA-10)/Aviation Workers 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.

I do not authorize the release of my Social Security Number. (**NOTE: This may delay the Security Threat Assessment process, but will not disqualify Sterile Area or General Aviation applicants from receiving ID Media. Printed name and signature are still required.**)

Printed Name:	First	Middle	Last
Social Security Number:			
SIDA MEDIA APPLICANTS MUST PROVIDE A SOCIAL SECURITY NUMBER			

Applicant's Signature **X** _____

SECTION 5 PRIVACY ACT NOTICE

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 biographic information to conduct a security threat assessment. 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 the US-VISIT Automated Biometrics Identification System (IDENT). All Criminal History Records Checks (CHRC) information is kept secure in the SLE credentialing office.

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. As of June 20, 2021, the airport operator must notify all individuals who have successfully completed a CHRC to obtain an airport-issued ID that individuals who violate aviation security requirements resulting in ID media revocation will be added to the database for a period of five years. 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 the TSA at aviation.workers@tsa.dhs.gov.

Routine Uses: In addition to those disclosures generally permitted under 5 U.S.C 522 a(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. 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 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 may result in denial of credential. For other aviation credentials, although furnishing your SSN is voluntary, if you do not provide the information requested, DHS may be unable to complete your security threat assessment.

Initials X _____

SECTION 6 PARENT/LEGAL GUARDIAN INFORMATION/CONSENT This section must be completed ONLY if applicant is UNDER 18 years of age.

Last Name	First Name	Middle Name
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My signature below gives my consent for the Salem Airport to fingerprint my child and to issue an Airport ID Media for the purpose of airport access. **(NOTE: PARENT/LEGAL GUARDIAN SIGNATURE WILL ONLY BE ACCEPTED IF NOTARIZED.)**

Parent/Legal Guardian Signature	Date
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NOTARY INFORMATION

STATE OF _____ COUNTY OF _____	(Seal)
The foregoing instrument was acknowledged before me this _____ (date) by _____ (person acknowledging, title or representative capacity, if any).	
Notary Public Printed Name: _____ My Commission Expires: _____	

SECTION 7**TERMS AND CONDITIONS OF MEDIA HOLDER - to be completed after training is complete.**

I will not allow anyone to use my Airport ID Media nor will I use another individual's Media. I agree to return the Airport ID Media if my employment status changes and I no longer have a need for an Airport ID Media.

I agree to report any lost or stolen airport ID Media to the Airport I understand and acknowledge that violation of the Airport's Security Program will result in administrative action to include Airport ID Media reinstatement fees, retraining, possible TSA civil penalties, and could also result in permanent revocation of my ID Media.

I understand and acknowledge that by accepting an Airport ID Media I consent to the search of both my person and property by SLE Security Staff, Police and/or TSA personnel whenever entering, being within, or leaving a secure or sterile area of the airport to ensure I have a valid Airport ID Media and am not carrying any prohibited items.

Further, I understand and acknowledge that my refusal to comply with this consent search may result in my Airport ID Media being confiscated and my access to secure and/or sterile areas of the airport being denied. By initialing here, I certify I have read and understood this statement.

Initials X _____

When attempting to enter, or entering the SIDA or sterile area, I will not bring prohibited items, with the exception of those provided by my employer and authorized by the Airport.

Initials X _____

Security Responsibility Agreement

- I understand I must have an "E" icon on my Airport ID Media to conduct an escort.
- I will remain with any individual I escort into the restricted area (**close enough to control their actions**).
- I will ensure that anyone I escort into a sterile area has first completed the screening process.
- I will immediately report any security violation I witness to Salem Airport Operations, Security, or the Salem Police Department
- I will not bypass the screening process when traveling as a passenger, or for any other non-work related reason.
- I will swipe my Airport ID Media and enter a PIN each time I enter a controlled door leading to the restricted area.
- I will not prop open any door leading to a restricted area unless it is being continuously monitored to prevent unauthorized access, and will ensure the door is closed when the activity has been completed.
- I will ensure that I pull the door closed after entering/exiting restricted areas.
- I will not allow unauthorized access through a controlled access point (**piggybacking**).
- I will not give out confidential security information.

Additional Requirements for SIDA Media Holders

- I will wear the Airport ID Media on my outermost garment above the waist when in the SIDA.
- I will not enter a vehicle gate without first swiping my Airport ID Media.
- I will remain at a vehicle gate until it has closed.
- I will ensure that any vehicle or equipment I operate in a restricted area has the required ramp permit and company markings on both sides.
- I will challenge, or report, any individual in the SIDA who is not displaying Airport ID media.
- **SCREENING NOTICE: Any employee holding a credential granting access to a Security Identification Display Area may be screened at any time while gaining access to, working in, or leaving a Security Identification Display Area.**

Initials X _____

IDENTIFICATION MEDIA RECEIVED BY - to be completed at time of media issuance.

Applicant's Signature X _____ Date _____

SECTION 8**ACCESS CONTROL USE ONLY**

STA Date	<input type="checkbox"/> STA Pass <input type="checkbox"/> STA Fail <input type="checkbox"/> EXEMPT	CHRC Results Date	CHRC Case Number	<input type="checkbox"/> EXEMPT
Card Number	Training Date	Expiration Date	PIN Number	<input type="checkbox"/> Lost <input type="checkbox"/> Voided Card Number:
Lost Fee Paid: <input type="checkbox"/> \$75 <input type="checkbox"/> N/A		Refund Amount Due)		Lost Card No./Returned Date
Warrants: <input type="checkbox"/> Cleared <input type="checkbox"/> Referred (Verified By: _____)				DL Verification: <input type="checkbox"/> Valid <input type="checkbox"/> Suspended (Verified By: _____)
Comments				Issued By / Date

LIST OF ACCEPTABLE DOCUMENTS
All Documents must be UNEXPIRED

Additional requirements include the following:

- Names on ID documents must match
- Supporting documents issued by a state, county, municipal authority, or territory of the United States bearing an official seal (i.e. marriage certificates, divorce decrees, etc.) may be used to link ID documents without matching names
- ID documents must be presented any time a badge is issued or updated
- At least one of the documents must contain a photo and one must be issued by a government authority

Employees may present one document from List A **or**
a combination of one document from List B and one from List C

LIST A Documents that Establish Both Identity and Employment Authorization	OR	LIST B Documents that Establish Identity	AND	LIST C Documents that Establish Employment Authorization
1. U.S. Passport or U.S. Passport Card		1. Driver's license or ID card issued by a State or outlying possession of the United States provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address		1. A Social Security Account Number card, unless the card includes one of the following restrictions: (1) NOT VALID FOR EMPLOYMENT (2) VALID FOR WORK ONLY WITH INS AUTHORIZATION (3) VALID FOR WORK ONLY WITH DHS AUTHORIZATION
2. Permanent Resident Card or Alien Registration Receipt Card (Form I-551)		2. ID card issued by federal, state or local government agencies or entities, provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address		2. Certification of Birth Abroad issued by the Department of State (Form FS-545)
3. Foreign passport that contains a temporary I-551 stamp or temporary I-551 printed notation on a machine-readable immigrant visa		3. School ID card with a photograph		3. Certification of Report of Birth issued by the Department of State (Form DS-1350)
4. Employment Authorization Document that contains a photograph (Form I-766)		4. Voter's registration card		4. Original or certified copy of a birth certificate issued by a state, county, municipal authority, or territory of the United States bearing an official seal
5. For a nonimmigrant alien authorized to work for a specific employer because of his or her status: a. Foreign passport; and b. Form I-94 or Form I-94A that has the following: (1) The same name as the passport; and (2) An endorsement of the alien's non-immigrant status as long as that period of endorsement has not yet expired and the proposed employment is not in conflict with any restrictions or limitations identified on the form.		5. U.S. Military card or draft record		5. Native American tribal document
		6. Military dependent's ID card		6. U.S. Citizen ID Card (Form I-197)
		7. U.S. Coast Guard Merchant Mariner Card		7. Identification Card for Use of Resident Citizen in the United States (Form I-179)
		8. Native American tribal document		8. Employment authorization document issued by the Department of Homeland Security
		9. Driver's license issued by a Canadian government authority		
6. Passport from the Federated States of Micronesia (FSM) or the Republic of the Marshall Islands (RMI) with Form I-94 or Form I-94A indicating non-immigrant admission under the Compact of Free Association Between the United States and the FSM or RMI		For persons under age 18 who are unable to present a document listed above:		
		10. School record or report card		
		11. Clinic, doctor, or hospital record		
	12. Day-care or nursery school record			