



## Melbourne International Airport Security Identification Badge Application

Prior to issuance of an Airport Security Identification Media the U.S. Department of Transportation (USDOT) and the Transportation Security Administration (TSA) requires that all individuals that request unescorted access to the Security Identification Display Area (SIDA) and Sterile Areas must submit to and pass a fingerprint-based Criminal History Records Check (CHRC) and Security Threat Assessment (STA) in compliance with 49 CFR 1542. Federal Aviation Administration requires all individuals attend Ramp Driving Training and renewal training every 24 months pursuant to Title 14 CFR 139.

APPLICANT SECTION (To be completed by applicant)							
Name of Applicant – Last, First, Middle						Other Names Previously Used (i.e. Maiden, etc.)	
Date of Birth	Race	Gender	Height	Weight	Eye Color	Hair Color	Home Phone Number
Home Address – Street, City, State and Zip Code						Cell Phone Number	
Birth Place			Country of Citizenship			Business Phone Number	
Country: _____ State: _____							
Name of Airport Employer/Tenant or Hangar #			Alien Registration Number (For Non-US Resident Only)			E-mail Address	
<p>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 release MAA from liability whatsoever in connection with the CHRC with regards to my request for the issuance of a security identification badge. By signing below, applicant certifies that he/she has read, understands, and will comply with all of the MAA Security Identification Badge Rules and Regulations attached.</p>							
Applicant Signature (Blue Ink)						Date	

**\*PRIVACY ACT NOTICE ATTACHED\***

BADGE SPONSOR SECTION (To be completed by authorized signer)									
Type of Media Requested (check all that apply):		AOA		SIDA		Renewal		Replacement for Lost Badge	
Driving Privileges Required:		Yes or No	If yes:	Non-Movement (Basic Ramp Driver – AOA)			Movement Area (Advanced - SIDA)		
Escort Privileges Required:		Yes or No	Verified Applicants Citizenship & ID's:			Yes or No			
Keys Required:		Yes or No	CBP Area Required (Additional form Required):			Yes or No			
<p>By signature below, I certify I have reviewed this application for accuracy and request the named employee/applicant be fingerprinted and apply for the badge type indicated above. I am aware of and will comply with all the rules and procedures set forth in the required annual Signatory Authority Training and the MAA Security Identification Badge Rules and Regulations. Failure to follow these rules, regulations and procedures will subject the badge sponsor and/or badge holder to possible penalties and fines.</p>									
Badge Sponsor Signature (Blue Ink)						Date (2 weeks or less)			
Note any additional comments, Access or Clearance level(s) required:									

AIRPORT BADGING OFFICE USE ONLY							
Issue Date	Color	Badge #	Encoded Card #	Employer Code	Expiration Date	Pin #	Ramp/Ground Date
Airport Security Coordinator Signature						Date	

**CRIMINAL HISTORY AFFIDAVIT CERTIFICATION**

**Please Read the Following Information Carefully.** Indicate below if you have ever plead guilty or nolo-contendere (“no contest”) to, had an adjudication withheld, been found not guilty by reason of insanity, or been convicted of a misdemeanor or felony (including convictions as a result of a court martial while in the Military) to any one of the disqualifying crimes listed below in the last 10 years. A conviction for any offense (even a misdemeanor offense) listed in the CHRC statute and regulations acts to disqualify an individual from unescorted access authority.

- | <b>YES</b>               | <b>NO</b>                |  |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | Forgery of certificates, false marking of aircraft, and other aircraft registration violation; 49 U.S.C. 46306.  |
| <input type="checkbox"/> | <input type="checkbox"/> | Interference with air navigation; 49 U.S.C. 46308.   |
| <input type="checkbox"/> | <input type="checkbox"/> | Improper transportation of a hazardous material; 49 U.S.C. 46312.  |
| <input type="checkbox"/> | <input type="checkbox"/> | Aircraft piracy; 49 U.S.C. 46502.  |
| <input type="checkbox"/> | <input type="checkbox"/> | Interference with flight crew members or flight attendants; 49 U.S.C. 46504.   |
| <input type="checkbox"/> | <input type="checkbox"/> | Commission of certain crimes aboard aircraft in flight; 49 U.S.C. 46506.   |
| <input type="checkbox"/> | <input type="checkbox"/> | Carrying a weapon or explosive aboard aircraft; 49 U.S.C. 46505.   |
| <input type="checkbox"/> | <input type="checkbox"/> | Conveying false information and threats; 49 U.S.C. 46507.  |
| <input type="checkbox"/> | <input type="checkbox"/> | Aircraft piracy outside the special aircraft jurisdiction of the United States; 49 U.S.C. 46502(b).  |
| <input type="checkbox"/> | <input type="checkbox"/> | Lighting violations involving transporting controlled substances; 49 U.S.C. 46315.   |
| <input type="checkbox"/> | <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. |
| <input type="checkbox"/> | <input type="checkbox"/> | Destruction of an aircraft or aircraft facility; 18 U.S.C. 32.   |
| <input type="checkbox"/> | <input type="checkbox"/> | Murder.  |
| <input type="checkbox"/> | <input type="checkbox"/> | Assault with intent to murder  |
| <input type="checkbox"/> | <input type="checkbox"/> | Espionage  |
| <input type="checkbox"/> | <input type="checkbox"/> | Sedition [rebellion against the government]  |
| <input type="checkbox"/> | <input type="checkbox"/> | Kidnapping or hostage taking   |
| <input type="checkbox"/> | <input type="checkbox"/> | Treason  |
| <input type="checkbox"/> | <input type="checkbox"/> | Rape or aggravated sexual abuse  |
| <input type="checkbox"/> | <input type="checkbox"/> | Unlawful possession, use, sale, distribution, or manufacture of an explosive or weapon   |
| <input type="checkbox"/> | <input type="checkbox"/> | Extortion  |
| <input type="checkbox"/> | <input type="checkbox"/> | Armed or felony unarmed robbery.   |
| <input type="checkbox"/> | <input type="checkbox"/> | Distribution of, or intent to distribute, a controlled substance   |
| <input type="checkbox"/> | <input type="checkbox"/> | Felony arson   |
| <input type="checkbox"/> | <input type="checkbox"/> | Felony involving a threat.   |
|                          |                          | <b>Felony involving—</b>   |
| <input type="checkbox"/> | <input type="checkbox"/> | Willful destruction of property  |
| <input type="checkbox"/> | <input type="checkbox"/> | Importation or manufacture of a controlled substance   |
| <input type="checkbox"/> | <input type="checkbox"/> | Burglary   |
| <input type="checkbox"/> | <input type="checkbox"/> | Theft  |
| <input type="checkbox"/> | <input type="checkbox"/> | Dishonesty, fraud, or misrepresentation  |
| <input type="checkbox"/> | <input type="checkbox"/> | Possession or distribution of stolen property  |
| <input type="checkbox"/> | <input type="checkbox"/> | Aggravated assault   |
| <input type="checkbox"/> | <input type="checkbox"/> | Bribery; or  |
| <input type="checkbox"/> | <input type="checkbox"/> | Illegal possession of a controlled substance punishable by a maximum term of imprisonment of more than 1 year.   |
| <input type="checkbox"/> | <input type="checkbox"/> | Violence at international airports; 18 U.S.C. 37.  |
| <input type="checkbox"/> | <input type="checkbox"/> | Conspiracy or attempt to commit any of the aforementioned criminal acts  |

I have read and understand the list of disqualifying criminal offenses and I certify that I do not have a disqualifying criminal offense. I understand that Federal regulations under 49 CFR 1542.209 (l) impose a continuing obligation to disclose to the airport operator within 24 hours if I am convicted of any disqualifying criminal offense that occurs while I have unescorted access authority. A copy of the criminal record received will be provided to me, if requested by me in writing to the Airport Security Coordinator, Melbourne Airport Police Department, 1 Air Terminal Pkwy, Melbourne, Florida 32901.

Printed Name \_\_\_\_\_ Date \_\_\_\_\_

Signature \_\_\_\_\_

**SOCIAL SECURITY ADMINISTRATION VERIFICATION**

I authorize the Social Security Administration to release my Social Security Number and full name to the Transportation Security Administration, Office of Intelligence and Analysis (OIA), Attention: Aviation Programs (TSA-10)/Aviation Worker Program, 601 South 12th Street, Arlington, VA 20598.

I am the individual to whom the information applies and want this information released to verify that my SSN is correct. I know that if I make any representation that I know is false to obtain information from Social Security records, I could be punished by a fine or imprisonment or both.

Signature: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

SSN and Full Name: \_\_\_\_\_



**The Privacy Act of 1974  
5 U.S.C. 552a(e)(3)**

**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 110-52, 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. 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). 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 records to ensure the validity of the information.

**Routine Uses:** In addition to those disclosures generally permitted under 5 U.S.C. 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 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:** 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 a security threat assessment.

**I acknowledge that I am aware that the collection of information is required for the above reasons and I have received a copy of the DHS Privacy Act Notice.**

**I acknowledge that I have read and received the "Melbourne International Airport Security Identification Badge Rules and Regulations" from the Melbourne Airport Badge Office.**

Printed Name \_\_\_\_\_ Date \_\_\_\_\_

Signature \_\_\_\_\_

## REQUIRED IDENTIFICATION TO ESTABLISH IDENTITY AND CITIZENSHIP STATUS

ALL applicants **must** submit 1) proof of identity and 2) citizenship status and/or legal employment status. To meet those requirements the following is required; **1 document from list A is acceptable OR 1 document from list B AND 1 document from list C.** All documents must be original and unexpired.

<b>LIST A</b> Documents that Establish Both Identity and Employment Authorization	<b>LIST B</b> Documents that Establish Identity	<b>LIST C</b> Documents that Establish Employment Authorization
<ol style="list-style-type: none"> <li>1. US Passport or US Passport Card</li> <li>2. Permanent Resident Card or Alien Registration Receipt Card (Form I-551)</li> <li>3. Foreign passport that contains a temporary I-551 stamp or temporary I-551 printed notation on a machine-readable immigrant visa</li> <li>4. Employment Authorization Document that contains a photograph (Form I-766)</li> <li>5. In the case of a nonimmigrant alien authorized to work for a specific employer incident to status, a foreign passport with Form I-94 or Form I-94A bearing the same name as the passport and containing an endorsement of the alien's nonimmigrant status, as long as the period of endorsement has not yet expired and the proposed employment is not in conflict with any restrictions or limitations identified on the form</li> <li>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 nonimmigrant admission under the Compact of Free Association Between the United States and the FSM or RMI</li> </ol>	<ol style="list-style-type: none"> <li>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</li> <li>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</li> <li>3. School ID card with a photograph</li> <li>4. Voter's registration card</li> <li>5. US Military card or draft record</li> <li>6. Military dependent's ID card</li> <li>7. US Coast Guard Merchant Mariner card</li> <li>8. Native American tribal document</li> <li>9. Driver's license issued by a Canadian government authority</li> </ol> <p style="text-align: center;"><b>For persons under age 18 who are unable to present a document listed above:</b></p> <ol style="list-style-type: none"> <li>10. School record or report card</li> <li>11. Clinic, doctor, or hospital record</li> <li>12. Day-care or nursery school record</li> </ol>	<ol style="list-style-type: none"> <li>1. Social Security Account Number card other than one that specifies on the face that the issuance of the card does not authorize employment in the United States</li> <li>2. Certification of Birth Abroad issued by the Department of State (Form FS-545)</li> <li>3. Certification of Report of Birth issued by the Department of State (Form DS-1350)</li> <li>4. Original or certified copy of birth certificate issued by a State, county, municipal authority, or territory of the United States bearing an official seal</li> <li>5. Native American tribal document</li> <li>6. US Citizen ID card (Form I-197)</li> <li>7. Identification Card for Use of Resident Citizen in the United States (Form I-179)</li> <li>8. Employment authorization document issued by the Department of Homeland Security</li> </ol>

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5 U.S.C. 552a(e)(3)**

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**Purpose:** The Department of Homeland Security (DHS) will use the biographical 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 US-VISIT 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 records to ensure the validity of the information.

**Routine Uses:** In addition to those disclosures generally permitted under 5 U.S.C. 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 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.

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## **MELBOURNE INTERNATIONAL AIRPORT SECURITY IDENTIFICATION BADGE RULES AND REGULATIONS**

1. Security identification badge applications are required for issuance of new or renewal security identification badges. Applicants must read and sign the application section, list of disqualifying crimes, Social Security Verification, Privacy Act Notice, and Melbourne Airport Authority (MAA) Rules and Regulations before submitting application to their badge sponsor for their signatory authorization.
2. Once your badge sponsor (authorized signatory) signs and dates the Melbourne International Airport (MLB) security identification badge application you have two weeks to present the completed application and acceptable forms of identification to the MLB badge office. No faxes or scanned copies of the application or your identification will be accepted.
3. The U.S. Department of Homeland Security (DHS) and the Transportation Security Administration (TSA) requires that all individuals that request unescorted access to the secured areas of the airport must submit to and pass a Security Threat Assessment (STA) and a fingerprint-based Criminal History Records Check (CHRC) every two years to be in compliance with 49 CFR 1542.
4. Individuals applying for unescorted access to the Sterile or Secure areas of the airport must attend a Security Identification Display Area (SIDA) training class.
5. All applicants must submit proof of identity, citizenship status and/or legal employment status. Acceptable forms of IDs are listed in the USCIS Form I-9. If applicant was born outside the U.S. and are now a citizen, they must present a current/unexpired U.S. passport, a certified copy of their Certificate of Citizenship, Certificate of Naturalization, or a Certification of Birth from Abroad (form DS 1350, FS-240, or FS-545). These documents will be presented at the time applications and fingerprints are to be completed.
6. All persons in the SIDA, Secured Areas, and Air Operations Area (AOA) portion of MLB will be required to display on their persons, at all times, the properly issued MLB security identification badge. The MLB security identification badge will be displayed on the upper portion of the body on the outer garment so as to be clearly visible.
7. It is the responsibility of each MLB security identification badge holder to challenge any individual not displaying their MLB security identification badge while on Airport property.  
*Challenge procedures are:*
  - Approach the un-badged individual in a non-threatening and helpful manner and inquire as to the reasons why the un-badged individual is within the secure area portion of the Airport.
  - When an un-badged individual cannot produce an MLB security identification badge, the individual conducting the challenge must escort the person out of the secure area and report this incident to a Melbourne Airport Police Officer for further investigation.
  - If an authorized individual cannot approach an un-badged person for safety reasons, the authorized individual must keep close surveillance of the un-badged person and immediately contact a Melbourne Airport Police Officer to report the incident.
  - The 24 hour Melbourne Airport Police Department (MAPD) emergency notification number is 321-288-0147, which is located on the back of the MLB security identification badge.
8. Each person must enter AOA and SIDA/Secure Area using their issued MLB security identification badge. Multiple persons entering an automated access point on a single entry transaction is PROHIBITED. All badge holders shall wait until the door or gate is fully closed before leaving the area.
9. If an alarm is activated, the individual must remain in the area and immediately contact the MAPD.
10. Employees traveling as passengers on commercial flights must access the Sterile Area through a TSA screening checkpoint with any accessible property they intend to carry onboard the aircraft and must remain in the sterile area after entering.
11. It is not permissible, under any circumstances, to use another person's MLB security identification badge or to allow another person to use your MLB security identification badge.
12. Keys are only issued to individuals that possess valid MLB security identification badges.
13. MLB security identification badges, access keys, and parking placards remain the property of MAA and must be surrendered upon demand or returned to the MLB badge office upon the individual's termination of employment or work assignment at MAA.
14. The MLB security identification badge must be produced if asked to be verified by TSA, law enforcement or Airport staff. If a MLB Security badge holder does not have their badge at the time of verification, they will be escorted out of the restricted area and not allowed access until they can produce their MLB security identification badge.
15. All lost, misplaced, or stolen MLB security identification badges or keys must be immediately reported to the badge sponsor and thereafter to the Airport Security Coordinator (ASC) or their designee at MAPD in writing. The original, signed letter must be received by the ASC no later than the next business day. There will be a \$25 fee invoiced for the lost, misplaced or stolen badge.

16. If a badge holder has lost, misplaced, or forgotten their MLB security identification badge they are not allowed to be escorted.
17. Failure to return any MLB security identification badges or control access keys will subject you to a fine of \$100 for each unreturned item and the additional cost incurred to re-core the lock and cut new keys. Upon signing the MLB badge application, the badge applicant authorizes their badge sponsor to invoice them or deduct from the applicant's wages the cost(s) associated for failure to return any security identification badges or control access keys after they separate employment or affiliation with the airport.
18. Mutilation or alteration of any MLB security identification badges, access keys, and/or parking placards will invalidate these items. They are in no way transferable and may not be duplicated.
19. No information may be released that may compromise the contents of MLB's Airport Security Program.
20. If applicant/badge holder is required to operate ANY type of motorized vehicle on the ramp they must have ramp vehicle operations training. This training must be completed prior to the issuance of your initial badge and each time you renew your MLB security identification badge. You must present your valid Florida driver's license for verification. If you do not have a Florida driver's license you must provide verification from that state's Department of Motor Vehicles (DMV) that proves you possess a valid driver's license.
21. Renewal badge holders have 30 days from the date they renew their badge to attend a ramp vehicle operations retraining class. Again, you must present your valid Florida driver's license for verification. If you do not have a Florida driver's license you must provide verification from that state's DMV that proves you possess a valid driver's license.
22. MLB security identification badge holders operating motorized equipment on airport property or Ramp/AOA areas will ensure that all vehicle and passenger gates are locked or must be attended at all times. Personnel monitoring gates are responsible to ensure persons utilizing these gates are in compliance with MAA and TSA Regulations.
23. MLB security identification badge holders may ONLY escort a person in the SIDA area if they are a designated authorized escort. The MLB SIDA badge will reflect an approved escort with the green circled E insignia. AOA badge holders are automatically escorts.
24. Escorts must maintain visual and audible contact at all times with the persons under escort.
25. Applicants must obtain their MLB security identification badge within 30 days of employment or occupancy at MAA.
26. All MLB security identification badge holders must renew their issued identification security badge before the expiration date which is listed on the front of the badge. You may renew up to 21 days prior to the expiration.
27. Badge applicants and badge sponsors have a continuing obligation under 49 CFR 1542.209(l) to disclose to MLB within 24 hours if a badge holder is convicted of any disqualifying criminal offense that occurs while they have unescorted access authority.
28. If the CHRC or STA discloses information that would disqualify an individual from receiving or retaining unescorted access authority and the individual believes there may be an error in the CHRC, the individual must notify the ASC within 30 days of their intent to correct any information they believe to be inaccurate. It is the individual's responsibility to correct any areas they believe are not accurate in the CHRC.
29. MLB security identification badge holders or applicants may request a copy of their Federal Bureau of Investigation (FBI) CHRC by providing a written request to the Airport Security Coordinator.
30. Violations of any of the MAA Rules and Regulations and/or Applicable Code of Federal Regulations may subject you and/or your badge sponsor to all penalties and fines that may be levied by MAA, TSA, or any other applicable government agencies, up to and including revocation of your MLB security identification badge.
31. All Badging Rules and Regulations are under continuous review, and subject to revision.
32. MAA reserves the right to refuse or revoke authorization of any individual for MLB security identification badges where such action is determined to be in the best interest of Melbourne Airport security.
33. Individuals accessing or present within the sterile area, secured area, SIDA, AOA or boarding aircraft are subject to search by TSA of his or her person and accessible property pursuant to Title 49 USC §44903.