



JNU AIRPORT GENERAL AVIATION (GA) BADGE APPLICATION

RE-NEWAL

Applicant Name: _____ DATE: _____

As an applicant for consideration to be issued a Juneau International Airport (JNU) Security ID Badge, and hereby attest a need for unescorted access and I have acknowledged their security responsibilities under 49 CFR 1540.105(a) by signing the Airport Security Rules & Procedures.

Reason for Badge (check one): **Hangar** **Aircraft Tie-Down**

Hangar/Tie-Down Sublease (Tenant of Record: _____)
(Sublease requires notification of the Airport Business Manager)

Employee (Company/Agency Name: _____)

Other: (Explain: _____)

A payment of \$85 (\$35 badging fees and \$50 refundable deposit), contractor payment of \$235 (\$35 badging fees and \$200 refundable deposit), is required as a condition of issuance of this badge. *Badge/access card must be renewed annually based on applicant's birthday. All badges must be renewed before the badge expires. After 30 days post expiration of badge, badge holder must start a new application and forfeits the original deposit. The Airport does not send out renewal notices. Annual renewals must be done in-person with two (2) forms of ID.*

I agree to notify Airport Management within 24 hours of any change to my tenancy, employment or other reason why access is no longer required on the JNU GA AOA. Badge/access card(s) must be returned to the Airport at that time. Failure to notify or return badge/access card will be grounds for forfeiture of deposit. I further agree to notify Airport Management immediately if my badge/access card is lost, stolen, or destroyed. A payment of \$200 will be required prior to issuance of a replacement badge/access card.

I understand that I am also required to notify the Airport immediately if I no longer meet the requirements for employment or authorized to be residing in the United States (see I-9 List of Acceptable Documents). ID badge/access card does not need to be displayed, but must be immediately available and presented upon request or challenge. Badge/access card will only be used by applicant. I understand that if I loan my badge/access card to anyone, escort another badge holder, or fail to comply with the policy/procedures set forth in this application, my badge/access may be revoked on the airport grounds. I understand that I will be held responsible for any fines, civil sanctions and/or prosecution resulting from a security violation or security breach by my actions.

Badge Applications

In accordance with 49 CFR 1542 and the JNU Airport Security Program:

1. The Applicant must complete or have the following prior to issuance of a security ID badge/media:
 - Two forms of identification; one photo ID, one work authorization (see Federal Form I-9)
 - A completed JNU Airport General Aviation GA Badge Application (this form) signed by an authorized signatory.
 - A completed Employee Identification Badge Procedures and Responsibilities form.
 - Undergo a Security Threat Assessment (STA)
 - Any required testing for respective badge or special authority/privileges.
2. The Employer confirms that the identity of the applicant was verified through the presentation of two forms of identification, one of which bore the applicant's photograph. This will be required again at the time of badging and/or fingerprinting, and during annual badge renewal.

An airport security badge is issued to support the applicant's official duties as a condition of their employment. The Juneau Airport has the authority and makes the final determination whether to grant, deny, or revoke a security badge at any time according to the Airport's Security Program pursuant to 49 CFR 1542.209. The Juneau Airport Manager reserves the right to conduct a further investigation of a badge holder at the cost of their employer. Fraudulent claims are punishable to the full extent of the law.

Applicant: _____
(Original Signature Only)

Company Authorized Signatory: _____
*(Required for Sublease/Employee Badge)
(Original Signature Only)*

For Applicant / Authorized Signatory Use:

Appointment Date: _____ Time: _____



BADGE REQUEST APPLICATION - APPLICANT INFORMATION

PERSONAL INFORMATION

Applicant Name: _____ Aliases/Maiden: _____

Mailing Address: _____ Residence: _____
(If different from mailing)

City: _____ State: _____ Zip: _____

Permanent Mailing Address: _____
(Seasonal Badge)

Home Phone: _____ Cell: _____ Work Phone: _____

Email: _____

PERSONAL IDENTIFICATION

ID / Driver's License Number: _____ Expiration: _____ State of Issuance: _____

Male Female Height: _____ Weight: _____ Hair Color: _____ Eye Color: _____

Date of Birth: _____ Place/State of Birth: _____ Country of Citizenship: _____

SSN: _____

Race: Asian Black Native American Caucasian/Latino Other/Unknown

Passport Country: _____ Date of Issuance: _____

Passport Number: _____ Expiration Date: _____

NON- U.S. CITIZENS, COMPLETE THIS SECTION:

Country of Birth: _____ Country of Citizenship: _____

Alien Registration No. _____ Date of Issuance: _____

Non-Immigrant Visa Number: _____ Expiration Date: _____

EMPLOYER INFORMATION

Employer Name: _____

Position or Title: _____ Employer Phone: _____

Employer Address: _____

City: _____ State: _____ Zip: _____

The information I have provided is true, complete, and correct to the best of my knowledge while provided in good faith. I understand that a knowingly and willful false statement can be punished by fine or imprisonment or both (pursuant to Section 1001 of Title 18 of the USC).

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

I am the applicant 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.

Applicant Signature: _____

Date: _____

Airport Security Rules, Responsibilities & Procedures

Applicant Name (Print):

Date:

Security Responsibilities (CFR 1540.105.a):

- No badge holder may tamper or interfere with, compromise, modify, attempt to circumvent, or cause a person to tamper or interfere with, compromise, modify, or attempt to circumvent any security system, measure or procedure as part of the Airport Security Plan.
- No badge holder may enter, or be present within, a secure or restricted area without complying with the systems, measures, or procedures being applied to control access to, or presence or movement in such areas.
- No badge holder may use, allow to be used, or cause to be used, any airport-issued or airport-approved access material or identification material that authorizes the access, presence, or movement of persons or vehicles in a secure or restricted area in any manner than that for which it was issued by the Airport.

Applicant Initials:

Gate/Door Use and Access Rules:

- SIDA, Sterile, and 135-AOA badges must be displayed at all times while in those areas. GA-AOA badges do not need to be displayed, but must be immediately available upon request.
- Badges/access cards may not be given out or loaned to anyone at any time.
- User shall notify Airport Management or Airport Police immediately if a badge is lost or stolen. Badge holders will be assessed the replacement badge/card fee.
- All badges have an expiration date, generally for one year. All badges/access cards will expire on the badge holder's birthday unless renewed prior to that date, or an alternate date has been authorized by Airport Management. Badge/access cards automatically de-activate upon expiration.
- User shall notify Airport Management or Airport Police immediately if they no longer have a need to access the Restricted Areas. Badge/access card shall be returned to the Airport at such time.
- Upon entering or exiting a gate/door, you must **STOP and WAIT** for gate/door to close before departing. The exception to the rules is if there is more than one person/vehicle **exiting** the Restricted Area. **The last exiting person/vehicle must ensure that the gate/door has closed behind them prior to leaving the area.** If you open a door/gate... YOU are responsible for unauthorized entry.
- Failure to follow proper access procedures or airfield rules may result in fines in excess of **\$10,000 per incident**. Both City and Borough of Juneau and Federal fines may be assessed to violators.
- Badges/access cards are the property of the Juneau International Airport and may be confiscated or de-activated at any time by the Airport believes that it is in the best interest of the security or safety of the Airport.
- The Airport may be directed by the Department of Homeland Security (Transportation Security Administration) to limit or close access into all or part of the airport perimeter during times of national emergency or heightened security threat levels. The Airport will make every effort to notify users of such occurrence.
- User must report any malfunctioning gate or suspicious persons/vehicles within a Restricted Areas immediately by notifying **Airport Police (586-0899), Airfield Maintenance (789-4001) or Airport Management (789-7821)**.
- User operates gates/doors entirely at their own risk and are responsible for the costs to repair or replace gates/doors or other property on the airport which they, or anyone they escort, damage; including their own vehicle/property.

Applicant Initials:

Airport Security Rules, Responsibilities & Procedures

Escort Authority:

- Escort may only be performed by a badge holder in areas authorized by the badge type:
 - SIDA may escort in the SIDA, Sterile, 135-AOA or GA-AOA; if authorized (see #2 below)
 - Sterile-AOA may escort in the Sterile Area and 135-AOA ramp; if authorized (see #2 below)
 - Sterile may escort in the Sterile Area only (no ramp privilege); if authorized (see #2 below)
 - 135-AOA may escort in the 135-AOA ramp or GA-AOA areas only
 - GA-AOA may escort in the GA-AOA area only (general aviation area)
- SIDA, Sterile-AOA, Sterile, and 135-AOA area badged individuals must be authorized to provide escort. SIDA, Sterile-AOA, Sterile, and 135-AOA area individuals must display escort authority ("EA") on their badge. GA-AOA do not need this authorization on their badge but will still be trained in escort procedures.
- Escort of unauthorized person(s) is only for those persons with a need to be in a Restricted Areas, including:
 - Escort of contractor for repair or work
 - Escort of another employee during their training period
 - Escort of a (screened) vendor
 - Escort of a ticketed (and screened) passenger
 - Escort of emergency personnel, armed law enforcement or special security personnel
 - Escort for other reasons as approved by Airport Management
- Know who you are escorting. Request photo identification (unless known) and request work credentials or paperwork (unless known).
- Escort authority may only be transferred to another badge holder with escort authority for that area.
- Escort is only for unauthorized persons, not for a badge holder who has lost/forgotten their badge or a badge holders that badge has expired.
- Vehicles may be escorted under the same escort procedures.
- Escort must notify the Airport or Airport Police of unusual activity or possible threatening situations.
- Escort authority may be suspended or revoked by the Airport at any time. Escort authority is a privilege.

Applicant Initials:

Challenge Procedures:

- All badge holders are required to challenge persons in any Restricted Areas. SIDA, Sterile-AOA, Sterile, and 135-AOA badges must be displayed at all times while in those areas; GA-AOA badges must be produced upon request.
- Ensure that the individual has a badge or credential appropriate to the area that they are in. If they cannot produced a badge or credential, ask if they are under escort of another badge holder. If they are not under escort, challenger shall escort the individual out of the Restricted Area and notify Airport Police immediately of any intentional breach.
- Any badge or credential produced upon request must have a photo which matches the individual, and be current (not expired). Credentials include Federal Inspectors (FAA, TSA, CBP, etc.), Law Enforcement, and Airline crew (Alaska Airlines, Delta Air Lines, etc.).

Applicant Initials:

I have read and acknowledge the rules, responsibilities, and procedures as stated above.

Applicant Signature

Date