

GENERAL AVIATION AOA BADGE REQUIREMENTS  
May 5, 2009

---

---

## **General Aviation and Air Operations Area Identification Badges**

The Transportation Security Administration (TSA) has issued a new Security Directive requiring all individuals who have unescorted access to the Air Operations Area to undergo a TSA Security Threat Assessment as well as have in their possession a new General Aviation Air Operations Area identification badge. The TSA has defined the Air Operations Area (AOA) as any area inside the perimeter fence. This is a TSA requirement for all airports that have commercial air carrier service. Anyone requesting a new identification badge will need to complete a new General Aviation Air Operations Area badge application.

The TSA recently granted a deadline extension to Airport Operators to enact the new Security Directive NLT June 1, 2009; therefore, it is important for those individuals requiring the new identification badge to apply for it prior to June 1, 2009. Due to the longer processing time involved with the TSA Security Threat Assessment, the assessment must be conducted and approved prior to any identification badge being issued. This means the identification badge can not be issued on a same day basis.

### **Who needs the General Aviation AOA ID Badge?**

Anyone who requires unescorted access to the Air Operations Area. This includes hangar owners, pilots with aircraft in the tie-down areas, instructors, contractors, FBO personnel who don't already have S.I.D.A. access and anyone else who needs unescorted access.

### **How do I apply?**

Fill out the new AOA ID application/Security Threat Assessment forms. The forms can be picked up the Airport main office (3601 N. 20th, Pasco), Bergstrom Aircraft (3902 Stearman Ave., Pasco), Pacific Aviation (3514 Stearman Ave., Pasco) or print the form included at the bottom of this information sheet. To obtain a form via email or FAX contact the Tri-Cities Airport office at 547-6352.

- Return your completed application to the Tri-Cities Airport Badging Office with acceptable forms of identification (a list of acceptable forms of identification is included with the application form). Prior to bringing your information to the airport, please call to make an appointment, 547-6352. Your documents will be verified and copied at that time.
- The Badging Office will then submit your information to the TSA. When your information is submitted to TSA, it may be 3 - 5 business days until you are cleared and a badge can be issued. However, in certain circumstances, the time frame can be significantly longer.
- Upon approval of the Security Threat Assessment, the badge will then be issued. You will be notified by the Airport of your approval/disapproval and an appointment set at that time for your badge to be issued.

**Cost:**

\$20.00 must be paid to the Port of Pasco prior to issuing your badge. An additional charge of \$20.00 will be required to replace your badge if it is lost or stolen. Each badge will be good for 2 years, upon expiration a new badge will be issued for continued access to the AOA for an additional 2 year period.

**APPLICATION FOR UNESCORTED ACCESS TO TRI-CITIES AIRPORT AIR OPERATIONS AREA  
(AOA) /GENERAL AVIATION RAMP – PORT OF PASCO (PSC)**

The Transportation Security Administration (TSA) requires that each airport operator ensure that no individual is granted unescorted access authority to the (AOA) unless the individual has undergone a Security Threat Assessment (STA) that indicates the individual does not pose a security threat, that the individual possesses lawful status in the United States and verifies the individual's identity.

Applicant \_\_\_\_\_ Alias(es) \_\_\_\_\_ Today's Date \_\_\_\_\_  
Address \_\_\_\_\_ City, State, Zip \_\_\_\_\_  
E-Mail Address: \_\_\_\_\_ Preferred Method of Contact: \_\_\_\_\_  
Home Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_ Social Security # \_\_\_\_\_  
Date of Birth \_\_\_\_\_ State of Birth \_\_\_\_\_ Country of Birth \_\_\_\_\_  
Citizenship \_\_\_\_\_ Alien Registration Number \_\_\_\_\_  
I-94 Form Number \_\_\_\_\_ Visa Number \_\_\_\_\_ Passport Number \_\_\_\_\_  
Passport Issuing Country \_\_\_\_\_ DS 1350 Certification of Birth Abroad \_\_\_\_\_  
Gender: \_\_\_\_\_ Height \_\_\_\_\_ Weight \_\_\_\_\_  
Eye Color: Brown Blue Hazel Gray Green  
Hair Color: Brown Blonde Auburn Red Black Gray White None  
Race: Latino Caucasian Asian Native American African American

***I authorize the Social Security Administration to release my Social Security Number 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 12th Street, Arlington, VA 22202.***

***I am the individual to whom the information applies and want this information released to verify that my SSN is correct, I know I that if I make any representation that I know is false to obtain information from Social Security record, I could be punished by a fine or imprisonment or both. (Section 1001 of Title 18 United States Code)***

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

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

---

**ACTIVITY PERFORMED ON AOA/GENERAL AVIATION RAMP (Circle all that apply)**

(General Aviation) (FBO) (Flight School Student) (Construction) (Utility Worker)

Aircraft N-Number \_\_\_\_\_ Aircraft Make & Model \_\_\_\_\_ Aircraft Owner \_\_\_\_\_

Hangar Number \_\_\_\_\_ Hangar Owner \_\_\_\_\_

Vehicle Make \_\_\_\_\_ Model \_\_\_\_\_ Color \_\_\_\_\_

Employer \_\_\_\_\_ Employer Phone \_\_\_\_\_

Other reasons unescorted access to the AOA is needed: \_\_\_\_\_

**I certify to the following:**

I hold a current and valid driver’s license.

I have received read and will comply with the Tri-Cities Airport Non-Movement Area Driving Guide, TSA and all Tri-Cities Airport Rules and Regulations.

I understand the areas that I am authorized to access and that I am NOT authorized to enter the secure (airline terminal ramp) or air movement areas of the airport. I also understand I am only authorized to operate a vehicle in the general aviation zone authorized and that I will not drive on general aviation ramps unless I am actively loading, unloading or servicing an aircraft while it is parked on these ramps.

I am required to promptly report any unusual or suspicious persons, acts or incidents inside or adjacent to the AOA of the Tri-Cities Airport to the Airport Police or 911.

**I understand that:**

- **This badge is the property of the Tri-Cities Airport and may be used for official purposes only**
- **Failure to control access points, or follow airport rules and regulations could result in immediate revocation of my AOA access badge.**
- **Federal Regulations under 1540.105 require;**
  - **that no person 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 implemented.**
  - **Enter, or be present within Air Operations Area without complying with the systems, measures, or procedures being applied to control access to, or presence or movement in, such areas.**
  - **Use, allow to be used, or cause to be used, any airport issued or airport-approved access medium that authorizes the access, presence, or movement of persons or vehicles in the Air Operations Area, in any other manner than that for which it was issued.**
- **The access badge must be returned to the Airport management office when expired or need for access expires.**
- **Failure to do so may result in a civil penalty per 49 USC 46301 (a) (6) of up to \$6000.00**
- **I will immediately notify the Airport if my access badge is Lost, Stolen or Destroyed.**
- **I will be assessed a \$20.00 fee for replacement of a lost or unreturned badge.**

\_\_\_\_\_ (signature) \_\_\_\_\_ (date)

(For Construction personnel and Temporary Employees)

**I understand that I must immediately return my Airport Issued ID upon completion of my temporary assignment**

\_\_\_\_\_ (signature) \_\_\_\_\_ (date)

***For Airport Use Only:***

**Required Documents and Signatures for Badge Issuance:**

- Application Completed and Attached
- Verification of Identity Completed and Attached
- Approved STA
- Non-Movement Area Driving Guide provided.
- Social Security Privacy Notice provided.

\_\_\_\_\_  
Tri-Cities Airport badging TA Signature:

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

**Badge Issuance:**

AOA Badge # \_\_\_\_\_ Date Issued \_\_\_\_\_ By \_\_\_\_\_

Badge # \_\_\_\_\_ Destroyed \_\_\_\_\_ Lost (Needs Lost/Stolen Form filled out by Employee)  
Replaced with Badge # \_\_\_\_\_ Date \_\_\_\_\_ By \_\_\_\_\_

**Final Badge Disposition**

Date of AOA Access Termination \_\_\_\_\_ Badge # \_\_\_\_\_ Destroyed \_\_\_\_\_ Lost (Form)

Verified by \_\_\_\_\_

**VERIFICATION OF IDENTITY**

**Authority:** 9 U.S.C. 114 authorizes the collection of this information.

**Purpose:** DHS/TSA will use this information to conduct a security threat assessment on airport employees and other personnel or applicants who work in or have unescorted access to the AOA, secured area, sterile area, SIDA, or any area for which the airport has issued a personnel identification media.

**Routine Uses:** The information will be used by and disclosed to DHS/TSA personnel and contractors or other agents who need the information to assist in activities related to aviation security. Additionally, DHS/TSA may share the information with facility operators, law enforcement or other government agencies as necessary to respond to potential or actual threats to transportation security, or pursuant to its published Privacy Act system of records notice.

**Disclosure:** Furnishing this information is voluntary. However, failure to furnish the requested information may delay or prevent the completion of your security threat assessment, which may prevent your access to the AOA, secured area, sterile area, SIDA, or other area or purpose for which personnel identification media are issued.

**Acceptable identification media is on attached form. At least one form of ID from List A or one form from List B and List C are required.**

Identification type from List A: _____ Document Number: _____
--

Identification type from List B: _____ Document Number: _____ (Please Include Expiration Dates) Identification type from List C: _____
--

\_\_\_\_\_  
Tri-Cities Airport Badging TA Signature

\_\_\_\_\_  
Date

**Note to applicant and signature required:**

The information I have provided on 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 on this application can be punished by fine or imprisonment or both. (See section 1001 of Title 18 United States Code)

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

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## **LIST OF ACCEPTABLE DOCUMENTS**

**List A: Documents that Establish both Identity and Employment Eligibility (Only 1 from this List is Needed)**

- U.S. Passport (Expired or Unexpired)
- Certificate of U.S. Citizenship (USCIS Form N-560 or N-561)
- Certificate of Naturalization (USCIS Form N-550 or N-570)
- Unexpired Foreign Passport, with I-551 Stamp or Attached Form I-94 Indicating Unexpired Employment Authorization
- Permanent Resident Card or Alien Registration Receipt Card with Photograph (USCIS Form I-151 or I-551)
- Unexpired Temporary Resident Card (USCIS Form I-688)
- Unexpired Employment Authorization Card (USCIS Form I-688A)
- Unexpired Refugee Travel Document (USCIS Form I-571)
- Unexpired Employment Authorization Document Issued by USCIS that Contains a Photograph

**List B: Documents that Establish Identity (Need 1 from this List and List C)**

- 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
  - ID Card issued by Federal, State, or Local Government Agency or Entity Provided it Contains a Photograph or Information such as Name, Date of Birth, Gender, Height, Eye Color, and Address
  - School ID Card with a Photograph
  - Voter's Registration Card
  - U.S. Military Card or Draft Record
  - Military Dependent's ID Card
  - U.S. Coast Guard Merchant Mariner Card
  - Native American Tribal Document
  - Driver's license Issued by a Canadian Government Authority
- FOR PERSONS UNDER THE AGE OF 18 WHO ARE UNABLE TO PRESENT A DOCUMENT LISTED ABOVE**
- School Record or Report Card
  - Clinic, Doctor, or Hospital Record
  - Daycare or Nursery School Record

**List C: Documents that Establish Employment Eligibility (Need 1 from this List and List B)**

- Social Security Card Issued by the Social Security Administration (Other than a Card Stating it is not Valid for Employment)
- Certification of Birth Abroad Issued by the Department of State (Form FS-545 or Form DS-1350)
- Original or Certified Copy of a Birth Certificate Issued by a State, County, Municipal Authority, or Outlying Possession of the United States Bearing an Official Seal
- Native American Tribal Document
- U.S. Citizen ID Card (USCIS Form I-197)
- ID Card for Use of Resident Citizen in the United States (USCIS Form I-179)
- Unexpired Employment Authorization Document Issued by USCIS (Other than those Listed Under List A)

## **Privacy Act Notice**

Authority: 49 U.S.C. SS114, 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.