Badging Process/Requirements for International Airports

- Selected Offeror will need to contact the appropriate Badging Office for specific instructions on the process during this project. Generalized information is provided below.

- A Company Datasheet will need to be completed and submitted to the FAI or TSAIA Badging Office. Allow at least 2 business days for processing.

- Each badge applicant will meet with the airport staff member who will verify their IDs and personal information, submit their badge application, and schedule them for a fingerprinting appointment. Contact the appropriate Badging Office to discuss signatory arrangements.

- Each individual applying for a badge will need to bring acceptable IDs.

- Once the applicant completes their fingerprinting appointment, the background check process begins. This takes between 1-3 days for US-born US Citizens, and can take up to 5 weeks for foreign-born US citizens or non-US Citizens. Alaska Dept of Public Safety background checks for unescorted access may take several weeks.

- Once the applicant clears their background checks, they will schedule themselves for an appointment to complete all required badge holder training courses within 30 days of clearing the checks.

- Upon completion of the training, badging staff will issue the applicant a badge for applied location.

- Total cost per person is $100 ($20 Security Threat Assessment, $40 Criminal History Record Check, $40 Badge Issuance).

- Expected time frame from submission of company datasheet to badge issuance is approximately one week.

All individuals applying for Airport ID media and unescorted access to airport restricted areas must provide documents from this list to the Airport Badging Office.

- **Applicants must provide either one document from List A or a document from List B <u>and</u> List C.**
- **IDs must be original and unexpired.**
- **Paper temporary driver's licenses/state IDs cannot be used as a form of identification.**
- **At least one of the forms used must include a photo.**

<u>List A</u> – Documents that Establish Both Identity and Employment Authorization

1. **U.S. Passport** or **U.S. Passport Card**
2. **Permanent Resident Card** or **Alien Registration Receipt Card** (Form I-551)
3. **Foreign Passport Containing a Temporary Form I-551** stamp or temporary Form I-551 printed notation on a machine-readable immigrant visa
4. **Employment Authorization Document that contains a photograph** (Form I-766)
5. **Foreign Passport with Form I-94 or Form I-94A with Arrival-Departure Record**. Must contain an endorsement of the individual's nonimmigrant status and authorization to work for a specific employer based on this status. (May only be used if the period of endorsement has not yet expired and the proposed employment does not conflict with any restrictions/limitations identified on the I-94/I-94A.)
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 showing nonimmigrant admission under the Compact of Free Association between the United States and the FMS or RMI

<u>List B</u> – Documents that Establish Identity

1. **Driver's License** or **ID card** issued by a State or outlying territory of the United States provided it contains a photo or information such as name, date of birth, gender, height, eye color and address
2. **ID card issued by federal, state, or local government** agencies or entities, provided it contains a photo or information such as name, date of birth, gender, height, eye color and address
3. **School ID card** with photograph
4. **Voter's registration card**
5. **U.S. Military Card** or **Draft Record**
6. **Military Dependent's ID Card**
7. **U.S. Coast Guard Merchant Mariner Card**
8. **Native American Tribal Document**
9. **Driver's License issued by a Canadian government** authority

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**

<u>List C</u> – Documents that Establish Employment Authorization

1. **U.S. Social Security Card** that is unrestricted. May not state "Not Valid for Employment," "Valid for Work only with INS Authorization," or "Valid for Work only with DHS Authorization."
2. **Certification of Report of Birth** issued by the U.S. Department of State (Forms DS-1350, FS-545, FS-240)
3. **Birth Certificate** (original or certified copy) issued by a State, county, municipal authority, or outlying territory of the United States bearing an official seal
4. **Native American Tribal Document**
5. **U.S. Citizen ID Card** (Form I-197)
6. **Identification Card for Use of Resident Citizen** in the United States (Form I-179)
7. **Employment Authorization Document** issued by the Department of Homeland Security (DHS)

Foreign Citizens

- When preparing applications for foreign citizens without a US Social Security Number, let the Badging Office know. We will provide you with a placeholder SSN to use in order to submit the application.
- TSA <u>requires</u> either Alien Registration Number (ARN) or I94 Arrival/Departure Number from USCBP for all non-US citizens.

<u>US Citizens Born Abroad</u>

When preparing applications for US Citizens who was born outside of the US, TSA requires that one of the following documents be used as one of their ID forms.

1. United States Passport   *This is the preferred document.*
2. Certificate of Naturalization Number   *Usually 8 digits long.*
3. Certificate of United States Citizenship (N-560)
4. Consular Report of Birth Abroad (FS 240)   *This is the currently issued form.*
5. Certificate of Report of Birth Abroad (Form DS 1350)   *Discontinued in 2010 but is still valid.*
6. Certificate of Birth Abroad (Form FS 545)   *Discontinued in 1990 but is still valid.*