

## BGR AIRPORT SECURITY BADGE APPLICATION

### READ THE FOLLOWING INSTRUCTIONS CAREFULLY

All information **MUST be completely filled out prior to the Authorized Signer reviewing and signing it.** The application is valid for a period of 30 days after your Authorized Signer's signature. If you have any questions, please give us a call at 207-992-4601/4612/4607.

**You MUST present ORIGINAL acceptable forms of identification as detailed in the List of Acceptable Documents WHEN submitting application. NO COPIES.**

**Badge Processing Fee is NOT required when application is submitted.** The Applicant or signatory will be invoiced for badge fees on a monthly basis.

Once we notify your Authorized Signer that your results have cleared, you have **30 days** to complete the badging process (pick up badge). If the process is not completed in this timeframe, you will need to begin the badging process again and all fees apply.

### PLEASE USE BLACK OR BLUE INK ONLY

#### APPLICANT INFORMATION - ALL INFORMATION IS REQUIRED

Employer: \_\_\_\_\_

Your Job Title: \_\_\_\_\_

**Full Legal Name:** \_\_\_\_\_ **Social Security #:** \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_  
Last First Middle

(Aliases/Surname/Maiden: \_\_\_\_\_ Nickname (if used): \_\_\_\_\_

**Current Mailing** Street Address/PO box: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

**Permanent Residence** (If different from above): Address \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Personal Contact Number: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ E-Mail Address: \_\_\_\_\_

Gender: [ ] M [ ] F Eye Color: \_\_\_\_\_ Hair Color: \_\_\_\_\_ Height: \_\_\_\_\_ Weight: \_\_\_\_\_ Race: \_\_\_\_\_

Country of Birth: \_\_\_\_\_ Citizenship(s) Country: \_\_\_\_\_

Birth Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ City of Birth \_\_\_\_\_ State of Birth: \_\_\_\_\_  
MM/DD/YYYY

Emergency Contact Number: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Relationship: \_\_\_\_\_

Emergency Contact Name: \_\_\_\_\_

Below is only needed if the passport is used as a visual ID.

Passport Country): \_\_\_\_\_ Passport #: \_\_\_\_\_ Birth Abroad #: \_\_\_\_\_

Alien Registration #: \_\_\_\_\_ I-94 Arrival/Departure Form #: \_\_\_\_\_

Non-Immigrant Visa #: \_\_\_\_\_ ARN/INS #: \_\_\_\_\_

## APPLICANT'S CRIMINAL HISTORY

**Have you been convicted or found not guilty by reason of insanity of any Class A, B, or C, crime to include any of the following criminal offenses in the past ten (10) years?**

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

I understand that Federal regulations under 49 CFR 1542.209 (l) impose a continuing obligation for me to disclose to the Airport within 24 hours if I am convicted of any disqualifying criminal offense that occurs while I have unescorted access authority. 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 of the United States Code).

**Applicant's Signature Here:**

## TSA PRIVACY ACT STATEMENT

**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 information to conduct a security threat assessment. If applicable, 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).

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. 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. an individual who is listed in the centralized database wishes to pursue expungement due to mistaken identity, the individual must send an email to TSA at [Aviation.workers@tsa.dhs.gov](mailto:Aviation.workers@tsa.dhs.gov).

**Routine Uses:** In addition to those disclosures generally permitted under 5 U.S.C. § 552a(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. § 552a(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 will result in denial of a 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.

Acknowledgment: Print Name: \_\_\_\_\_

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

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 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: \_\_\_\_\_

## BGR AIRPORT SAFETY SECURITY RESPONSIBILITY AGREEMENT

Please ask if you have any questions.

- Airport security is of fundamental importance. Everyone working or operating on the airport must understand that they play a vital role in keeping the airport safe and secure. **BE ALERT AND BE AWARE.**
- Report any suspicious activity, and challenge and report any individual who is not displaying proper ID for the AOA you are in to Airport Operations (207-992-4624), or Bangor Police (911).
- Ensure that any gate or door that you pass through closes securely behind you. **If gate/door does not secure, stay there and call Airport Operations with the gate/door #.**
- **NEVER** loan your badge to anyone. This badge is issued solely for your use only.
- Escort privileges come with responsibilities. Those you are escorting are your responsibility. Do not escort more persons than you can control. Ensure those you are escorting understand that they **must remain with you at all times.**
- **All airport issued badges must be returned to the Security Badging Office** at the conclusion of your duties on the airport, when the badge expires (the date on the front) or if requested by Airport Operations, or an Airport LEO/Police.
- You are responsible for your badge. Report lost or stolen badges to the Airport Security Office immediately.
- Fines can and will be levied if your badge is not returned, or you need a replacement due to lost/stolen, or if it becomes inoperative due to misuse or abuse.
- **Badges must be displayed above the waist on the outermost garment at all times.**
- In most cases your badge does not give you access to all parts of the airport. Please make sure you understand your working area. You must have the proper badge **and a work related need** to be in any area. **Your badge is not to be used for non-work purposes.**
- Violations of any of the above rules can result in the revocation of your security badge and loss of access to the airport. **Any badge holder who has a badge permanently revoked for security violations will not be rebadged at BGR, and will be added to the TSA revocation database for 5 years.**
  - When travelling as ticketed passengers badge holders have no special access and may only access the Sterile Area via the TSA Passenger Screening Checkpoint. No passenger may board an aircraft by bypassing TSA screening and all items loaded on an aircraft must be screened by TSA.
- **"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."**

By signing below, I accept the roles and responsibilities of being issued an airport security badge and will abide by the aforementioned policies.

Print Name: \_\_\_\_\_ Signature: \_\_\_\_\_

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



## BGR'S EXPIRED BADGE POLICY

Per TSA directives, any badge holder that allows his or her badge to expire, even for 1 day, must be treated as a new applicant in order to get a new badge issued to them. Their expired badge must be immediately turned in to BGR's Compliance office, and all access, other than escorted, is suspended until the rebadging process is completed. The individual must fill out a new application, and resubmit fingerprints/background checks, if required. Upon return of all background check results, the individual must retake all applicable training.

**Prior to badge reissuance, the applicant must pay \$70 to reimburse BGR for time and fees involved with processing a new applicant. This cost is to be covered by the applicant, not the employer of the applicant.**

**For any badge that is not returned within 30 days of expiration, a \$200.00 non-returned badge fee is charged to the badge holder.**

I have read the above policy, and understand it.

Signed: \_\_\_\_\_

Print Name: \_\_\_\_\_

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

## Employee Parking Pass:

Vehicle #1 Registration: \_\_\_\_\_

Vehicle #2 Registration: \_\_\_\_\_