

# RDUAA SECURITY AUTHORIZATION BADGE APPLICATION

## INSTRUCTIONS

**PLEASE NOTE:** This application must be typed/filled out electronically. If using a mobile device, you may need to download the free [Adobe Acrobat Reader mobile app](#) from your relevant app store. This will ensure that all fields on this PDF application are accessible on your mobile device.

### APPLICATION PROCESS:

1. Security badge applicants and their employer shall review and complete the RDUAA Security Authorization Badge Application:
  - a. **Section 1, 2, 3, 4, and 7** should be completed by the applicant (**please fill out Section 2 in-person with your authorized signatory present**).
  - b. **Section 5** should be completed by the badge applicant's employer and/or authorized manager.
  - c. **Section 6** is applicable to **OFF AIRPORT CONTRACTORS** (Construction and/or Service Providers). Contractors are required to be sponsored by an RDU Authorized Airport Tenant or the Authority. The badge application shall require sign-off by the authorized manager for the tenant and/or authority department that is sponsoring the work.
2. Once all electronic fields on the application have been filled out, please print the application and sign (**applicant's signature required in Section 2 and 4, initials required in Section 7; authorized manager's signature required in Section 5; sponsoring manager's signature required in Section 6 (if applicable)**).
3. The employer must contact the RDUAA Badging Office to set up a FBI Criminal History Records Check (CHRC) fingerprinting appointment for the badge applicant. Fingerprinting is by **appointment only** on Monday and Wednesdays (Friday morning is available by request only). Applicant must reschedule if they miss their appointment.
4. The applicant must bring their signed and completed RDUAA Security Authorization Badge Application along with the acceptable forms of ID to the fingerprinting appointment.
  - A Social Security Card and Government issued photo ID are required to conduct the FBI Criminal History Records Check (CHRC) fingerprinting process.
  - Non-US Citizens shall also be required to bring their passport and or INS Alien Registration Card (e.g. Permanent Resident, Employment authorization document, or visa).
  - US Naturalized citizens or US Citizens born abroad shall be required to bring their Naturalization Certificate or US Passport or FS-545 Certificate of Birth Abroad, or FS-240 Consular Report of Birth Abroad certificate.

Employers such as construction contractors, which do not have a tenant billing relationship with RDUAA shall also be required to bring the fingerprint fee submittal in advance – no exceptions.

- The new applicant must reschedule the appointment if they fail to bring the completed and signed application and/or acceptable forms or ID's and/or payment!

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## **APPLICATION PROCESS CONTINUED:**

5. Once fingerprints and the Security Threat Assessment are submitted to the TSA, the turnaround time for processing the application is contingent on the TSA and FBI completing the fingerprint based criminal history records check and security threat assessment.

Please allow sufficient lead time since the Authority has no influence on expediting the process ONCE TSA and FBI receives submittal for processing.

6. Employers may arrange for SIDA class when they call to see if their FBI Criminal History Records Check and Security Threat Assessment results have been reviewed and approved. Only those applicants, which the ID badge office has received and reviewed the results of their criminal history records checks and cleared Security Threat Assessments will be allowed to take the SIDA class.
7. SIDA Training is by pre-registration only through the ID Badge Office. Applicants must successfully complete the background vetting process before we will allow an applicant to sign up for a class.
8. Upon passing the SIDA class, the badge issuance and payment process will remain the same after steps 1 through 6 have been completed.

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Raleigh-Durham  
Airport Authority



Transportation  
Security  
Administration

THIS FORM MUST BE TYPED. PLEASE DO NOT BEND OR FOLD ONCE PRINTED.

## SECTION 1 - APPLICANT INFORMATION

Legal Last Name		Suffix	Legal First Name		Legal Middle Name	
Other Legal Names Used (Include ALL Previous Names Including Maiden or Aliases)						
Previously Used Last Name		Suffix	Previously Used First Name		Previously Used Middle Name	
Previously Used Last Name		Suffix	Previously Used First Name		Previously Used Middle Name	
Date of Birth (MM/DD/YYYY)	Gender <input type="checkbox"/> Male <input type="checkbox"/> Female		Driver's License or State ID Number		Exp. Date (MM/DD/YYYY)	State
Hair Color		Eye Color		Height (Feet/Inches)		Weight (Pounds)
Current Mailing Address						
City		State	ZIP Code	Home/Cell Phone Number		
Place of Birth					Citizenship Country	
City		State	Country			
COMPLETE THIS SECTION IF YOU ARE NOT A U.S. CITIZEN OR IF YOU ARE A U.S. CITIZEN NOT BORN IN THE U.S.						
Alien Registration Number (If Applicable)		I-94 Arrival/Departure Number (If Applicable)		Non-Immigrant Visa Number (If Applicable)		
Certificate of Birth Abroad Number (If Applicable)			Certificate of Naturalization Number (If Applicable)			
Passport Country (If Applicable)			Passport Number (If Applicable)			
Issue Date (MM/DD/YYYY) (If Applicable)			Expiration Date (MM/DD/YYYY) (If Applicable)			

## SECTION 2 - SOCIAL SECURITY RELEASE \*PLEASE WRITE YOUR SSN IN-PERSON WITH YOUR AUTHORIZED SIGNATORY PRESENT\*

I authorize the Social Security Administration to release my Social Security Number and full name to the Transportation Security Administration, Enrollments Services and Vetting Programs, Attention: Vetting Programs (TSA-10)/Aviation Workers Program, 6595 Springfield Center Drive, Springfield, VA 20598-6010.

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.

Name of Applicant (Print)	Signature of Applicant	Date of Birth	Social Security Number
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### THIS SECTION OFFICE USE ONLY

Approved By					Date (MM/DD/YYYY)	
Badge Type	Badge Number	SIDA	Ramp	LM	STA/FBI Fee	ID Fee
_____ FP Submitted _____ TSA STA Submitted _____ TSA STA Cleared _____ FBI CHRC Cleared						



## SECTION 3 - DISQUALIFYING OFFENSES

Under **Transportation Security Administration (TSA)** requirements, a fingerprint-based criminal history records check is required before an airport security authorization badge can be issued which allows an individual to have unescorted access to the Security Identification Display Area (SIDA) and/or sterile areas, or authority to authorize others to have unescorted access to the SIDA.

**DISQUALIFYING CRIMINAL OFFENSES - Have you been convicted, or found not guilty by reason of insanity of any of the disqualifying crimes listed below during the previous ten years?** You must complete a checkbox for each disqualifying offense. If you answer "convicted" to any of the following, you may be ineligible to obtain a security badge and will be required to provide additional information for further processing of your application. Additionally, you may be disqualified for any other crime classified as a felony that the TSA Administrator determines indicates a propensity for placing contraband aboard an aircraft in return for money.

Convicted	Criminal Offense	Convicted	Criminal Offense
<input type="checkbox"/>	Forgery of certificates, false marking of aircraft, and other aircraft registration violations ( <b>49 U.S.C. 46306</b> )	<input type="checkbox"/>	Treason
<input type="checkbox"/>	Interference with air navigation ( <b>49 U.S.C. 46308</b> )	<input type="checkbox"/>	Rape or aggravated sexual abuse
<input type="checkbox"/>	Improper transportation of a hazardous material ( <b>49 U.S.C. 46312</b> )	<input type="checkbox"/>	Unlawful possession, use, sale, distribution or manufacture of an explosive or weapon
<input type="checkbox"/>	Aircraft piracy ( <b>49 U.S.C. 46502</b> )	<input type="checkbox"/>	Extortion
<input type="checkbox"/>	Interference with flight crew members or flight attendants ( <b>49 U.S.C. 46504</b> )	<input type="checkbox"/>	Armed or felony unarmed robbery
<input type="checkbox"/>	Commission of certain crimes aboard aircraft in flight ( <b>U.S.C. 46506</b> )	<input type="checkbox"/>	Distribution of, or intent to distribute a controlled substance
<input type="checkbox"/>	Carrying a weapon or explosive aboard an aircraft ( <b>U.S.C. 46505</b> )	<input type="checkbox"/>	Felony arson
<input type="checkbox"/>	Conveying false information and threats ( <b>49 U.S.C. 46507</b> )	<input type="checkbox"/>	Felony involving a threat
<input type="checkbox"/>	Aircraft piracy outside the special aircraft jurisdiction of the United States ( <b>49 U.S.C. 46502(b)</b> )	<input type="checkbox"/>	Felony involving willful destruction of property
<input type="checkbox"/>	Aircraft lighting violations involving transporting controlled substances ( <b>49 U.S.C. 46315</b> )	<input type="checkbox"/>	Felony involving importation or manufacture of a controlled substance
<input type="checkbox"/>	Unlawful entry into an aircraft or airport area that serves air carriers or foreign air carriers contrary to established security requirements ( <b>49 U.S.C. 46314</b> )	<input type="checkbox"/>	Felony involving burglary
<input type="checkbox"/>	Destruction of an aircraft or aircraft facility ( <b>18 U.S.C. 32</b> )	<input type="checkbox"/>	Felony involving theft
<input type="checkbox"/>	Murder	<input type="checkbox"/>	Felony involving dishonesty, fraud, or misrepresentation
<input type="checkbox"/>	Assault with intent to murder	<input type="checkbox"/>	Felony involving possession or distribution of stolen property
<input type="checkbox"/>	Espionage	<input type="checkbox"/>	Felony involving aggravated assault
<input type="checkbox"/>	Sedition	<input type="checkbox"/>	Felony involving bribery
<input type="checkbox"/>	Kidnapping or hostage taking	<input type="checkbox"/>	Felony involving illegal possession of a controlled substance punishable by a maximum term of imprisonment or more than one year
		<input type="checkbox"/>	Violence at international airports ( <b>18 U.S.C. 37</b> )
		<input type="checkbox"/>	Conspiracy or attempt to commit any of the aforementioned criminal acts

### ADDITIONAL RDUAA DISQUALIFYING CRIMINAL CONVICTIONS

(Either "guilty" or "not guilty" by reason of insanity)

Convicted	Criminal Offense
<input type="checkbox"/>	One felony drug conviction in the past ten (10) years
<input type="checkbox"/>	One felony breaking/entering/larceny conviction in the past ten (10) years
<input type="checkbox"/>	Any conviction for an offense committed using a firearm including carrying of a concealed weapon or possession of an unregistered handgun
<input type="checkbox"/>	Any other convictions or conditions not covered under 49 CFR 1542.209 or Public Law 106-528, which may determine the status of an applicant's eligibility to possess unescorted privileges

## SECTION 4 - TSA 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 110-53, August 3, 2007); FAA Reauthorization Act of 2018, §1934(c) (132 Stat. 3186, Public Law 115-254, October 5, 2018), and Executive Order 9397 (November 22, 1943), as amended.

**Purpose:** The Department of Homeland Security (DHS) will use the biographic 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 the 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. If an individual who is listed in the centralized database wishes to pursue expunction due to mistaken identity, the individual must send an email to the 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. 522 a(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 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:** 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 may result in denial of 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.

Applicant Signature

Date (MM/DD/YYYY)

## SECTION 5 - EMPLOYER INFORMATION \*TO BE COMPLETED BY APPLICANT'S AUTHORIZED MANAGER\*

Employer's Name

Employer's Phone Number

Badge Type Requested ☐ SIDA ☐ SIDA Cargo ☐ LM ☐ Ramp Driving ☐ GA-Restricted ☐ Sterile Area ☐ No Escort  
☐ Other (ID or access requested) \_\_\_\_\_

### Employer Certification Statement

Subject to the results of a fingerprint based criminal history records check as required by 49 CFR Parts 1542.209 and 1544.229 for SIDA Badges, I certify as an authorized managerial representative that the information provided by the employee under "Section 1" of the application is true, complete and to the best of my knowledge and belief is provided in good faith in accordance with applicable RDUAA and TSA security regulations.

I further certify that my company shall be held responsible for retrieving and returning RDU issued security credentials upon termination, resignation and/or relocation of said employee. My company shall also agree to reimburse RDUAA all costs, fines, and other expenses incurred due to the employer and/or employee failing to comply with all RDUAA and TSA security regulations. I also understand that RDUAA may suspend and/or terminate the company's operating privilege at anytime for compliance failure. Failure to comply shall subject me and my company to civil and criminal prosecution as provided by federal and state statutes, and/or RDUAA ordinances, rules, regulations, or directives.

Authorized Manager's Signature

Date (MM/DD/YYYY)

## SECTION 6 - SPONSORSHIP INFORMATION \*TO BE COMPLETED BY APPLICANT'S SPONSORING MANAGER\*

Sponsoring Authority Department or Tenant Name

Relationship to Authority/Tenant (Check One)

☐ Contractor ☐ Sub-Tenant

Sponsoring Manager's Signature

Date (MM/DD/YYYY)



## SECTION 7 - TERMS AND CONDITIONS OF BADGE HOLDER

I will not allow anyone to use my security badge nor will I use another individual's badge. I agree to return the badge if my employment status changes and I no longer have a need for a badge. I understand that there are fees associated with non-returned badges after employment ends, replacement of lost/stolen badges, and badges that have been defaced or damaged. I agree to report any lost or stolen badges to the Raleigh-Durham Airport Authority Badging Office.

I understand and acknowledge that violation of the RDUAA's Security Program will result in administrative action to include badge reinstatement fees, retraining, possible TSA civil penalties, and could also result in permanent revocation of my badge.

I understand and acknowledge that by accepting a security badge I am giving my consent for search by RDUAA employees, contract employees authorized by RDUAA, and/or TSA personnel of both my person and property whenever entering, being within, or leaving a secure or sterile area of the airport to ensure I have a valid badge and am not carrying any prohibited items. Further, I understand and acknowledge that my refusal to comply with this consent search may result in my badge being confiscated and my access to secure and/or sterile areas of the airport being denied. By initialing here, I certify I have read and understood this statement.

Initials X \_\_\_\_\_

When attempting to enter, or entering the SIDA or sterile area, I will not bring prohibited items, with the exception of those provided by my employer and authorized by the Airport.

Initials X \_\_\_\_\_

### Security Responsibility Agreement

- I will remain with any individual I escort into the restricted area **(close enough to control their actions)**.
- I will immediately report any security violation I witness to the Airport Communications Center or the Airport Police.
- I will not bypass the screening process when traveling as a passenger, or for any other non-work related reason. If traveling, once I've completed the TSA passenger screening process I will remain in the Sterile Area (concourse) and not use my badge to exit/re-enter the Sterile Area.
- I will tap my security badge and/or enter a PIN each time I enter a card reader controlled door leading to the restricted area.
- I will not prop open any door leading to a restricted area unless it is being continuously monitored to prevent unauthorized access, and will ensure the door is closed when the activity has been completed.
- I will ensure that I pull the door closed after entering/exiting restricted areas.
- I will not allow unauthorized access through a controlled access point **(piggybacking)**.
- I will not give out confidential security information.

### Additional Requirements for SIDA Badge Holders

- I will wear the security badge on my outermost garment above the waist and below the neck when in the SIDA.
- I will not enter a vehicle gate without first tapping my badge and/or entering my PIN if required.
- I will remain at a vehicle gate until it has closed.
- I will ensure that any vehicle or equipment I operate in a restricted area has the required ramp permit and company markings on both sides.
- I will surrender my badge for a physical inspection upon entering any vehicle gate or other card reader controlled access point, if requested.
- I will challenge or report any individual in the SIDA who is not displaying a security badge.
- **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.**

Initials X \_\_\_\_\_

### SECURITY AUTHORIZATION BADGE RECEIVED BY - to be completed at time of badge issuance.

Applicant Signature

Date (MM/DD/YYYY)

