

AIRPORT ID BADGE RENEWAL/REPLACEMENT

PICK UP DATE _____ INVOICE# _____ DATE _____ BADGE# _____
 DATE PAID _____ CHECK# _____ RECEIPT# _____ EXP DATE _____

PF _____

YAKIMA AIR TERMINAL RENEWAL BADGE APPLICATION

AOA TYPE <input type="checkbox"/> LIMITED AOA <input type="checkbox"/> RESTRICTED AOA <input type="checkbox"/> UNLIMITED AOA	DRIVING PRIVILEGES <input type="checkbox"/> MOVEMENT <input type="checkbox"/> NON MOVEMENT <input type="checkbox"/> NONE	OTHER <input type="checkbox"/> SIDA <input type="checkbox"/> FUEL HANDLER <input type="checkbox"/> SIGNATORY AUTHORITY
<u>REASON FOR BADGE RENEWAL/REPLACEMENT</u>		
<input type="checkbox"/> EXPIRATION <input type="checkbox"/> LOST	<input type="checkbox"/> BROKEN <input type="checkbox"/> STOLEN _____ (AIRPORT USE ONLY)	CURRENT ID _____ CHRC _____ STA UPDATED _____

SECTION 1 BADGE APPLICATION TO BE COMPLETED BY APPLICANT <u>ALL FIELDS MUST BE COMPLETED</u>

Legal Last Name:	Legal First Name:	Legal Middle Name:
Alias Last Name (most recent):	Alias First Name:	Alias Middle Name:
Current Home Address:		
City:	State:	Zip Code:
Home Phone:	Work Phone:	Email Address:
Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female	Height:	Eye Color:
	Weight:	Hair Color:

COMPANY NAME: _____



AIRPORT ID BADGE RENEWAL/REPLACEMENT

INSTRUCTIONS

Badge Appointment Scheduling

Anyone needing an airport badge should schedule an appointment by calling (509) 576-6383. Airport ID Badges must be obtained prior to gaining unescorted access to the airport. Allow at least 7-14 days for processing. Anyone needing fingerprints for a Security Identification Display Area (SIDA) badge will need to schedule a separate appointment. Please allow up to 3 weeks for SIDA badge processing and Transportation Security Administration (TSA) required training prior to unescorted access to the SIDA.

What to Bring to the Operations and Security Office:

1. Please complete the following application.
 - a. The applicant should complete section 1.
 - b. **Read Section 3 carefully, then sign, and date. Failure to comply with airport security regulations can result in the revocation of all access privileges.**
2. Bring the completed application to the Operations and Security Office. Only original applications will be accepted. It is also recommended that you keep a copy for your own records.
3. Bring photo identification to your badge appointment to verify identity. (An unexpired Airport Badge or Driver's License meet this requirement.)
4. Applicants who are Non-US Citizens must bring documentation verifying identity and work authorization and the airport ID must expire no later than the expiration date of the work authorization.
5. If there are questions regarding safe operations on the airport, or security regulations, we will be happy to answer them during your appointment. You may also contact the security office at 576-6383.

Airport Badge Fees

The following fees will be charged for obtaining an Airport Issued Identification Badge (*fees subject to change at any time*). All badge application fees must be paid prior to badge issuance. The fingerprint fee must be paid at the time of application.

Description	Base Fee	Renewal Fee
Authorized Signatory SIDA	\$56	\$40
Authorized Signatory Non SIDA	\$31	\$15
SIDA Access	\$56	\$40
AOA ID Only	\$31	\$15
First Loss	\$50	
Second Loss	\$100	
Third Loss	Revoked Permanently	
Lost Key	\$25	



AIRPORT ID BADGE RENEWAL/REPLACEMENT

PLEASE PRINT OR TYPE IN BLACK OR BLUE INK. ANY INCOMPLETE APPLICATIONS WILL BE RETURNED

SECTION 3:APPLICANT'S CERTIFICATION – TO BE COMPLETED BY APPLICANT

By submitting this application, I hereby acknowledge and agree to comply with the following Terms and Conditions:

1. All ID Badges remain the sole property of Yakima Air Terminal-McAllister Field.
2. The transfer or use of ID Badges by another individual is strictly prohibited.
3. Holder of the ID Badge shall not aid or participate in allowing unauthorized access to secure or restricted areas or breach, disobey, or disregard any security directive, plan, or program at the airport.
4. Yakima Air Terminal McAllister-Field reserves the right to revoke the authorization for an ID Badge where such action is to be in the best interest of airport security. Yakima Air Terminal McAllister-Field requires the immediate surrender of any ID Badge upon notification that airport authorization has been revoked.
5. Any individual possessing an ID Badge shall promptly notify Yakima Air Terminal-McAllister Field in the event their ID Badge is lost or stolen.
6. Any individual possessing an ID Badge shall pay all airport applicable security fees. A replacement ID Badge may only be issued if the individual possessing the ID Badge declares in writing that the ID Badge has been damaged or destroyed and upon payment of the replacement fee.
7. Any individual possessing an ID Badge shall wear their badge above the waist on the outermost garment.
8. The ID Badge must be returned to Yakima Air Terminal-McAllister Field at the end of employment or change of status that resulted in the original issuance of the ID Badge.
9. Screening Notice: Any employee holding a credential granting access to a Security Identification Display Area (SIDA) may be screened at any time while gaining access to, working in, or leaving a SIDA area.

VIOLATIONS OF AIRPORT IDENTIFICATION BADGE TERMS AND CONDITIONS MAY RESULT IN IMMEDIATE REVOCATION OF IDENTIFICATION BADGE AND ACCESS PRIVILEGES.

TO BE COMPLETED BY ASC WHEN BADGE IS RECEIVED

I have read the previous information and received my Yakima Air Terminal ID Badge and access media, I am also aware of the Airport's Administrative Citation for security violations.

Applicant's Signature: _____ Date: _____

Print Name: _____ Company _____

BADGE # _____

Brass Keys: _____

THIS SECTION IS FOR AIRPORT USE ONLY:

Signature of Person Verifying Information and issuing badge: _____ Date: _____



AIRPORT ID BADGE RENEWAL/REPLACEMENT

NON-MOVEMENT PEDESTRIAN FORM

YAKIMA AIR TERMINAL - McAllister FIELD

SUPPLEMENTAL INFORMATION TO GROUND VEHICLE OPERATIONS REGULATIONS.

Procedures for pedestrians in area other than movement areas or safety areas, specifically, aircraft parking ramps and infields.

1. Authorization:

- a) An operational necessity must exist for access authorization to the aircraft parking ramps and other non-movement areas of the airport. Examples of operational necessities would be: pilots and passengers of aircraft based or parked at the airport; aircraft fueling personnel; aircraft mechanics; FBO line personnel; air freight delivery personnel; air carrier personnel; approved contractors; persons visiting airport based businesses while under control of the business; FAA aviation safety inspectors, and others when specifically authorized by airport management.
- b) Any person with authorization to access the movement areas and safety areas are authorized access to non-movement areas as well.

2. Procedures:

- a) Persons authorized in section 1a MAY:

Have access privileges to aircraft parking ramps, hangar facilities, fueling areas, and airport based businesses within the airport perimeter security fence.

- b) Persons authorized access in section 1a MAY NOT:

May not have access to other areas of the airport where no direct justification or need exists.

May not use service roads or infields to walk from one location on the airport to another.

May not enter the Security Identification Display Area on the terminal ramp unless specifically authorized in the airport security program, and **may not** cross the terminal ramp under any circumstance.

May not enter any movement area or safety area (runways, taxiways and their safety areas) or cross any Movement Area Boundary Marker (solid yellow line with parallel dashed yellow line).

May not escort other airport badge holders.

3. Sanctions for non-compliance:

Failure to adhere to these procedures will result in: First offense, re-training; Second offense, written warning; Third offense, access authority revoked for a period of time determined by Airport Management. If violation is blatant or repeated, or creates a runway or taxiway incursion, trespass charges will be sought against the individual.

CERTIFICATION; I certify that I have read the above information and will abide by all terms and conditions of said regulations.

Print Name: _____

Date: _____

Signature: _____

Employee/Tenant: _____