



GUAM AIRPORT POLICE DIVISION
Antonio B. Won Pat International Airport Authority, Guam
Regulatory Access Compliance & Credentialing Section (RACCS)



APPENDIX 10

Airport Security Identification Badge Application

The Airport Security Identification Badge Application may be obtained at the GIAA website at www.guamairport.com

SECTION I – INSTRUCTIONS TO APPLICANTS:

1. Before completing the application, please **carefully read all instructions and information**, particularly those pertaining to the terms and conditions specified in this Security Badge Application Form, including all administrative Charges and Fees which are non-refundable.
2. **Employer's Authorized Sponsor:** The Signature of the applicant's approving signatory sponsor must be registered with the Guam Airport Police, Regulatory Access Compliance & Credentialing Section (RACCS). Applicants will only be processed if the signatory sponsor's signature is registered.
3. **Justification for Security Badge:** The authorized sponsor must accurately justify the applicant's need for a security badge. The issuance of security badges will be to persons or employees who are assigned and routinely perform their duties at the GIAA. Please provide a detailed explanation letter supporting the Security Badge request and attach it to this application for "NEW" applicants applying for a security badge.
4. **Applicant(s):** Applicant(s) must properly fill in all the pertinent information in order to clear the Criminal History Records Check (CHRC) and Security Threat Assessment (STA) mandated under Title 49 Code of Federal Regulation Part 1542 and the Transportation Security Administration (TSA) Security Directives.

Authorized Sponsors: Verification of information; All Authorized Sponsor must verify all pertinent information in the application to ensure that it is properly filled out and all information is true and correct. Authorized sponsors shall not pre-sign the security badge application.

Authority: 49 U.S.C Section 114 authorizes the collection of this information in this application.

Purposes: ABWPIAAG and TSA will use this information to conduct a CHRC and STA on airport employees and other personnel or applicants who work in or have unescorted access to the Air Operations Area (AOA), Secured Area, Sterile Area, Security Identification Display Area (SIDA), Controlled/Restricted Area, or any designated area for which the airport requires the use of a personnel identification media (Security Badge).

Routine Uses: The information will be used by and disclosed to ABWPIAAG, TSA personnel and other CONUS airports who need the information to assist in verifying an employee's security background. Additionally, ABWPIAAG and TSA may share the information with local law enforcement or other federal government agencies as necessary to respond to potential or actual threat to transportation security, any criminal investigation or pursuant to its published Privacy Act.

Disclosure: Failure to furnish the requested information, documents or identifications, may delay or prevent the completion of your Security Threat Assessment (STA), Criminal History Record Check (CHRC), or the issuance of your badge which may prevent your access to the AOA, secured area, sterile area, SIDA, or any other area or purpose for which personnel identification media are issued.

5. **Right of Retention or Revocation:** GIAA Airport Police reserves the right to withhold, deny, or revoke any airport clearances or badges to any individual or organization that fails to meet the prescribed access clearances criteria, commits a crime or violates GIAA's Rules and Regulations, A.O.A Driving policies, the GUM Airport Security Program (ASP), or when deemed necessary for safety reasons. It should be clearly understood that such denial or revocation is based solely on the Airport's security considerations prescribed by law and does not in any way constitute a determination by the ABWPIAAG with regard to private employment by an individual organization.



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6. The applicant and authorized sponsor, by signing the attached application acknowledges, understands and is in agreement to all the conditions, fees and fines specified.
7. **Escort Authority:** means persons with unescorted access authority and who are authorize to escort a person(s) with E-badges into the AOA, Secured Area, Sterile Area, SIDA, or any other area. Furthermore, Escort Authority (EA) shall be limited to personnel **as approved by GIAA RACCS base on the justification and operational needs.**
8. New employees are required to undergo the CHRC Fingerprint Process & a Security Threat Assessment (STA). Upon receipt of the fingerprinting & STA results, and the employee is deemed qualified for unescorted access, the employee will be scheduled for the Airport Security Training.
9. All tenants and contractors expected to provide services at the GIAA, prior to the processing of their Security Badge will be required to obtain approval of the Executive Manager and obtain a business permit or a lease agreement. All additional personnel requiring a SIDA badge would have to be amended on their business permit. A copy of the business permit will be provided to the RACCS office.
10. The employee understands that their Security Badge issued to them is specifically to be used for that purpose and if they are to perform another job/contract, it is required to obtain a new airport permit. If they are hired by another company, a second badge will be issued to in the name of the new company. No more than three (3) airport security badges shall be issued to an employee unless otherwise approved by RACCS.
11. For Security purposes, during the renewal of the Security Badge the applicant's photo shall be updated.
12. Upon review and acceptance of the security badge application from the RACCS Badging Office, the information on the application shall be considered Sensitive Security Information (SSI) that is controlled under 49 CFR Parts 1500 and 1520. No part of this record may be disclosed to persons without a specific need to know, as defined in 49 CFR Parts of 1500 and 1520, except with the written permission of the Administrator of the Transportation Security Administration or the Secretary of Transportation. Unauthorized release may result in civil penalty or other action.
13. Upon completion of my SIDA badge processing, I understand that my name will be listed in the GIAA APD E-Badge listing not to exceed 30 days unless approved by APD-RACCS.



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All areas must be completed, **typed or printed in ink (black or blue only)**. The information will be utilized to conduct a Criminal History Record Check (CHRC) and Security Threat Assessment (STA). This form will not be accepted by the Airport Police Division if altered (including use of correction fluid), torn, crumpled, or defaced. **The application must be processed within two weeks of the date it is signed by the company(s) authorized Signatory Sponsor.**

SECTION II – APPLICANT INFORMATION:

Present this application with two forms of identification (see attachment "A" for details). All documents must be original and unexpired.

Application Date: _____

Last Name:		First Name:		Middle Name:	
Alias or Nicknames:		Social Security No.		Date of Birth:	
Place of Birth:			Country of Citizenship:		
Ethnicity:	Gender:	Height:	Weight:	Eye Color:	Hair Color:
Mailing Address:		City:		State:	Zip Code:
Home Address: (Local Physical Address)		City:		State:	Zip Code:
Home Telephone Number:		Cellular Phone Number:		Email Address: (optional)	

SECTION III – CITIZENSHIP INFORMATION: (Refer to Attachment "A" for details)

U.S. citizens born abroad or naturalized U.S. Citizens, Please Provide:			
U.S. Passport No:	Certificate of Naturalization Number:	Certificate of U.S. Citizenship:	Other:
Certificate of Report of Birth or Birth Abroad FORMS: (DS-1350, FS-240, FS-545)			
If not a US Citizen or NON-Immigrant Visa Holders, Please Provide:			
Alien Registration No.	Form I-94 or Form I-94A:	Visa Control Number:	Other:

SECTION IV – EMPLOYER INFORMATION:

Employer:	Job Title:
Employer Address:	Employee Division/Section:
Employer Phone Number:	Local Badge Type: (i.e. Airline, Tenant, Vendor, Contractor, Law Enforcement)
Requested Access Level: (i.e. Secured Area, Sterile Area, AOA)	Guam S.I.D.A Badge Number:



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SECTION V - CRIMINAL HISTORY RECORDS CHECK:

Pursuant to Title 49 Code of Federal Regulations 1542.209(a) (4) (b) Individuals seeking unescorted access authority except as provided in paragraph (m) of this section, each airport operator must ensure that no individuals is granted unescorted access authority unless the individual has undergone a fingerprint-based CHRC that does not disclose that he or she has a disqualifying criminal offense as described below. **Indicate and initial** on all applicable blocks below if you have ever pleaded guilty or **nolo contendere** (“no contest”) had adjudication withheld, been convicted, or found not guilty by reason of insanity to any of the following:

	Yes	No		Yes	No
Forgery of certificates, false marking of aircraft, and other aircraft registrations violations.			Rape or aggravated sexual abuse.		
Interference with air navigation.			Unlawful possession, use, sale, distribution or manufacture of an explosive or weapon.		
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 an aircraft in flight.			Felony arson.		
Carrying a weapon or explosive aboard an aircraft.			Felony involving a threat.		
Conveying false information and threats.			Felony involving willful destruction of property.		
Aircraft piracy outside the special aircraft jurisdiction of the United States.			Felony involving willful importation or manufacture of a controlled substance.		
Lighting violations involving transporting controlled substances.			Felony involving burglary.		
Unlawful entry into an aircraft or airport area that serves air carriers or foreign air carriers contrary to established security requirements.			Felony involving theft.		
Destruction of an aircraft or aircraft facility.			Felony involving dishonesty, fraud or misrepresentation.		
Murder.			Felony involving possession or distribution of stolen property.		
Assault with intent to murder.			Felony involving aggravated assault.		
Espionage.			Felony involving bribery.		
Sedition.			Felony involving the illegal possession of a controlled substance punishable by a maximum term of imprisonment of more than one (1) year.		
Kidnapped or hostage taking.			Felony involving violence at international airports.		
Treason.			Conspiracy or attempt to commit any of the criminal acts listed on this table.		



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If you answered **Yes to Section V – Criminal History** for any disqualifying offense(s), please complete the following information:
(use separate sheet if needed)

Conviction	Date	State & Country	Disposition

The Airport Police Security Coordinators and/or Trusted Agents at the Regulatory Access Compliance & Credentialing Section, (RACCS) maintains and keeps confidential, each employees Security Threat Assessment (STA), the Criminal History Records Check (CHRC) obtained from the FBI and uses it only for determining whether to issue an Airport Security Badge. You may obtain a copy of your Criminal History Records Check (CHRC) sent by the Federal Bureau of Investigation (FBI) to the Airport Security Coordinator or Trusted Agent by submitting a written request within 30 days after being advised that your criminal history shows you are disqualified from being issued an Airport Security Badge. If you believe that any information is inaccurate, you may directly contact the agency that reported the disqualifying conviction to correct your record.

A copy of your criminal record received from the FBI will be provided to you, provided a written request is made to the following address:

GIAA Airport Police Division
Attention: Chief of Airport Police
P.O. Box 8770, Tamuning, Guam 96931

For more information regarding your CHRC Investigation & STA, please contact the Airport Police RACCS at (671) 642-4527/4415.

Section VI – Applicant’s Agreement Please read carefully

I hereby submit to Guam Airport Police RACCS/Badging Office (ID Section) this application for an Airport Security Badge and agree to the following:

1. By submitting this application for a Security Badge, I acknowledge and agree to comply at all times with the Airport Security Program of the ABWPIAAG and the Transportation Security Administration (TSA), an agency of the United States, including the provisions of Title 49 CFR Parts 1540, 1542, 1544, TSA Security Directives, the Guam Code Annotated Titles 9, 12 and Guam Administrative Rules & Regulations (GARR) Title 4, Chapter 7, GIAA Rules and Regulations and the GIAA AOA Driving Manual.
2. All Airport Security Badges remain the property of the ABWPIAAG.
3. My Airport Security Badge cannot be copied, forged, transferred to, or used by another individual and will be subject to criminal prosecution or civil charges or fees or both. Security Badges are to be used for **OFFICIAL USE ONLY**.
4. I will visibly display my Airport Security Badge on the front uppermost portion of my body, on the outermost garment, and picture side face outward whenever I am in the SIDA, STERILE AREA, AOA, SECURED or any designated restricted areas of the airport premises requiring the display of the Security Badge.
5. The issuance, acknowledgement, and use of my Airport Security Badge constitute my consent to search my persons, accessible property, vehicles and monitoring of my activities while on airport premises.



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6. ABWPIAAG reserves the right to revoke authorization for an Airport Security Badge where such action is determined to be in the best interest of airport security. You must **immediately** return the Airport Security Badge to ABWPIAAG RACCS ID Section or your employer upon notification that your authorization has been revoked.
7. In the event of any change in my employee status (i.e. transfer, job title, access), I will obtain a new Security Badge noting the change and return my original Security Badge. In addition, for any new access request, I will submit a Security Access Request Form signed by the **Authorized Signatory only**. A change of status fee(s) will apply. No other type of written request will be accepted unless approved by an PASC or Alternate ASC.
8. I will not aid nor participate in “piggy-backing” (allowing unauthorized access to a Sterile Area, Secured Area, SIDA, AOA, or Controlled/Restricted Area) nor will I otherwise breach, disobey or disregard any security directive, plan or program at the airport.
9. I will challenge any person who enters the Sterile Area, Secured Area, SIDA, AOA, or Controlled/Restricted Area, if the person does not properly display a Security Badge. If the person I challenge can not produce a valid Security Badge, I will immediately notify the ABWPIAAG Police Division at (671) 642-4530/31.
10. Airport Security Badges issued to contractors are valid only within the construction or project site to which I am assigned to by my employer, within those areas authorized by Airport Police and only until the contract is completed and/or terminated or suspended.
11. Upon discovering that my Security Badge is lost or stolen, I will immediately notify RACCS ID Section, or RACCS designee (24 hours – Radio Dispatch Office) and my employer of the status of my Security Badge along with all pertinent information. The RACCS ID Section will collect the fee before a replacement Security Badge is issued. Fees are subject to change without notice. (See Section VII)
12. A replacement Security Badge maybe issued if my employer’s authorize signator declares in writing to the Airport Police RACCS office – Attn: COAP that my Security Badge has been lost, stolen, or destroyed and is approved.
13. The Airport Security Badge must be returned to my employer at the end of my employment, resignation, or adverse conditions. The Security Badge may also be returned to the RACCS ID Section located at the Airport Police Administration Office. The ID Section will issue a receipt to me as proof that the Security Badge was returned.
14. Prior to renewing my Airport Security Badge, I understand that a query of my name or Social Security Number may be submitted to the Criminal Justice Information System (CJIS) to determine if I have any disqualifying offenses. Furthermore, every 2 years after the initial issuance of my Airport Security Badge, I am subject to undergo a new CHRCH check.

I attest that I do not have any disqualifying crimes listed on Section V – Criminal History Records Check of this application and understand and accept that I have continuing obligation under Title 49, CFR, Parts 1542.209 and 1544.229 to disclose to the Airport Police RACCS within 24 hours if I have been convicted of any criminal offense(s), **pleaded guilty or *nolo contendere* (“no contest”) to, have an adjudication withheld, or found not guilty by reason of insanity** to any of the disqualifying crimes listed on this application or the federal regulations while retaining unescorted access authority in accordance with Guam Law and Federal regulations.



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Centralized Revocation Database (CRD) Notice:

In accordance with TSA's National Amendment TSA-NA-21-01A, the ABWPIAAG hereby provides this notice to all individuals who have successfully completed a CHRC to obtain a GUM SIDA badge, should you violate aviation security requirements resulting in your GUM SIDA badge being revoked will promptly result in your data being added to the CRD for a period of five (5) years.

Privacy Act Notice:

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 provide 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 may provide your name and SSN to the Social Security Administration (SSA) to compare that information against SSA records to ensure the validity of the information.

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 expungement due to mistaken identity, the individual must send an email to TSA at Aviation.workers@tsa.dhs.gov.

Routine Uses: In addition to those disclosures generally permitted under 5 U.S.C. 522a(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 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 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.

Social Security Release:

"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 Worker 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.



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Screening Notice:

“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” (Sterile Area, Secured Area, AOA, Restricted/Controlled areas). Furthermore, in accordance with TSA-NA-23-02 unauthorized weapons, explosives, and incendiaries are prohibited. Refusal to undergo screening may result in the temporary or permanent revocation of unescorted access authority as well as a penalty prescribed by local, state or federal law, as applicable.

SECTION VII: Applicable Fines and Fees

Note: Employees and/or company or agency are responsible for all applicable fees and charges, which are non-refundable. Fines & Fees are subject to change after the issuance of a 30 day notice.

A. The below Airport Security Badge Fees and charges will be payable upon submission of this application. Any changes thereafter will be subjected to the same fees.

Fingerprints (CHRC): **\$45.00**
 (Initial enrollment, First renewal, and every 2 years thereafter)

Badge Fee: **\$15.00**
 (Initial enrollment, every renewal, & any status changes)

B. Lost or Stolen Replacements. 1st Offense: **\$100.00**
2nd Offense: **\$125.00**
3rd Offense: **\$150.00**
4th Offense: **Revocation**

C. Confiscated Badge Re-Issuance: 1st Offense: **\$100.00**
2nd Offense: **\$200.00**
3rd Offense: **Revocation**

D. Falsification of Documents for CHRC will be fined up to: **\$500.00 or Criminal Prosecution**

E. Failure by the company or employee to return Security Badge to Airport Police within the prescribed time stated in GIAA’s Airport Security Program (ASP), under routine or adverse conditions will be fined up to: **\$500.00**

F. Pursuant to the Guam Code Annotated (GCA), Title 12, any violation of the rules and regulations regarding security shall be a Misdemeanor.

G. **Person(s) are subject to additional Charges & Fees as outlined in GIAA’s Airport Security Program. GIAA may assess an administrative fee or charges of up to \$1,000.00 per violation, per person and/or per incident that are not specifically identified in our Airport Security Program (ASP). Note: Fines & Fees are subject to change.**

It is the employer’s and/or Authorized sponsor’s responsibility to immediately notify the Airport Police and confiscate this Airport Security Badge under routine or adverse conditions. Routine includes normal resignations, reassignment, retirement or furlough. Adverse conditions include termination, suspensions, furloughs, strike actions, management-initiated lockouts and protection actions by management (apparent mentally ill employee seeking assistance and still employed). This badge must be returned within three (3) workdays after confiscation by the employer or registered sponsor. Failure to return the badge to the APD RACCS Office will result in a \$500.00 fine.



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SECTION VIII: Applicant Certification Section

I understand and agree to comply with the terms and conditions provided for in this application and agree to comply with any changes or amendments to the terms that may be imposed by the ABWPIAAG. The information that 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); (See also: Title 49 of the Code of Federal Regulations, Sections 1540.103 and 1542.209) and the Guam Code Annotated Title 9, 10, 12.

By signing this application, I, the undersigned, hereby affirm that I have read the Security Badge Application and acknowledge, understand, agree and accept the above set conditions set forth in **SECTION I through SECTION VIII, all the rules & regulations of this application, and the GIAA's approved Airport Security Program (ASP).**

APPLICANT'S Full Name:

(Printed)

FIRST

MIDDLE

LAST

APPLICANT'S Signature: _____

Date: _____

SECTION VIII: Company or Representative Section

My signature below confirms the aforementioned applicant is employed with the company listed on this application.

Company or Representative:

(Printed)

FIRST

MIDDLE

LAST

Company/Representative Signature: _____

Date: _____

SECTION IX: Authorized Signatory Section.

Check the following that apply:

____ New Applicant

____ Badge Renewal

____ Badge Replacement

____ Escort Authority (EA)
(Must be Approved By RACCS)

____ Concourse/Sterile Area (CCA)

____ Secured Area (SA)

____ Air Operation Area (AOA)

It is the employer's and/or authorized sponsor's responsibility to immediately notify the Airport Police and confiscate this Airport Security Badge under routine or adverse conditions. Routine includes normal resignations, reassignment, retirement or furlough. Adverse conditions include termination, suspensions, furloughs, strike actions, management-initiated lockouts and protection actions by management (apparent mentally ill employee seeking assistance and still employed). This badge must be returned within three (3) workdays after confiscation by the employer or registered sponsor. Failure to return the badge to the APD RACCS Office will result in a \$500.00 fine.



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My signature below certifies I have reviewed this application for accuracy, I attest that a specific need exists for providing the employee/applicant with unescorted access authority, and the named employee/applicant acknowledges their security responsibilities pursuant to the GUM ASP and 49 CFR 1540.105(a). I have read the Security Badge application and understand, agree, and accept the set conditions set forth in *SECTIONS I through VIII*, all the rules & regulations of this application and the GIAA's approved Airport Security Program (ASP). Failure to follow these rules and regulations and procedures will subject me as the authorized signatory, the company I represent, and/or the badge holder to possible penalties and fines. I must immediately report to the GIAA Police or Badging office any lost/stolen media and of any badge holders that have been terminated or separated and will return all badges to the GIAA Badging Office. The information I have provided is true, correct, and complete to the best of my knowledge and belief. I understand that a knowing and willful false statement can be punished by fine or imprisonment or both.

AUTHORIZED SIGNATORY Name: PRINT	Title:	Phone Number:	Email Address:
Company/Agency Name:		Company/Agency Mailing Address:	
Signature:		Date:	

SECTION X: Badging Office Use Only

Badge Status _____ Reason for Deactivation _____ Date of Deactivation _____

Has the applicant provided two forms of identification pursuant to SD 1542-04-08? YES NO

Is one of the identification issued by a government authority to include a photo? YES NO

Have you attached copies of the identification to this form? YES NO

Identify Verification: <input type="checkbox"/>		
ID Type #1:	ID Number:	Expiration:
ID Type #2:	ID Number:	Expiration:

Other/Notes/Remarks: _____ Trusted Agent Initials:

Fingerprinted By: _____ Fingerprint Case No: _____

DAC Case ID: _____ Security Training Date: _____

Date Sent: _____ Recurrent Security Training Date: _____

Date Received: _____ Return of SIDA Badge: _____

Approved Disapproved

Intake/Processed By: _____ Signature _____ Date: _____
(print) Authorized ASC, TA or Designee

SACS Operator: _____ Signature _____ Date: _____
(print) Authorized ASC, TA or Designee

Verified By: _____ Signature _____ Date: _____
(print) Authorized ASC, TA OR Designee