

**Dear Certification Official:**

Congratulations on being designated as a Certification Official for your company with the Pass and ID office!

Airport security is a serious matter and one which requires trustworthy dedicated individuals to oversee the various processes. As a Certification Official, a great responsibility has been placed upon you to help the Pass and ID office ensure the integrity and accountability of our badging and access control systems for your company.

In this packet of material, you will find all of the basic information needed for the performance of this critical role. Among the materials included are the following:

- An overview of the duties and responsibilities of a Certification Official,
- An overview of the Pass and ID process,
- Instructions for completion of ID badge applications,
- A sample ID badge application,
- A sample fingerprint application, and
- A copy of the current Orders and Instructions regarding ID Badging Requirements.

Please understand that procedures and requirements are subject to regulatory change and may entail short notice response on the part of both the airport and you the employer. This office will make every effort to notify you in a timely manner of any changes.

It is your responsibility as a Certification Official to have a complete understanding of your duties and responsibilities. In order to fulfill your responsibilities, you must understand the basic concepts and requirements of airport security and be proactively involved in the role as a Certification Official.

The Transportation Security Administration (TSA) requires you to complete the ID badging process and Certification Official training before you may become a Certification Official. The badging process includes submitting an application, providing fingerprints and passing a Criminal History Records Check (CHRC) and a Security Threat Assessment (STA). You must also pass the Certification Official training courses for issuing Airport ID Badges. You must complete this process before beginning your duties as a Certification Official and before any other employee or personnel from your company begins the process. Additionally, you must maintain a valid ID badge in order to retain your status as a Certification Official.

Failure of the Certification Official to comply with any of the requirements may cause delays in processing your company's employees or personnel through the Pass and ID Office.

Please contact the Supervisor of the Pass and ID office at the information listed in Attachment A if you have any questions or concerns about your duties and responsibilities, the information contained in this packet, or the Pass and ID process.

Welcome to the team,

MWAA Airport Operations, Pass & ID



## **CERTIFICATION OFFICIAL DUTIES AND RESPONSIBILITIES**

Below is an outline of the duties and responsibilities of a Certification Official. In general, you are now the designated point of contact for all matters related to the security activities of your company including but not limited to the processing of badge applications and compliance with Airport security requirements. If your company has designated more than one Certification Official, each individual who is designated shares the responsibility.

Only company employees that work full or part time, frequently visit to the Airports, or provide service to the Airports and/or its tenants will be issued ID badges.

As the Certification Official, you are responsible to:

1. Be familiar and knowledgeable regarding your duties as a Certification Official as well as the rules and regulations of the airport including but not limited to the Airport Security Program (ASP) requirements and current Orders and Instructions (O&I) for airport ID badges and AOA vehicle operations. \_\_\_\_\_
2. Ensure that you maintain your Certification Official status in full compliance. This includes but is not limited to annual training requirements and keeping an updated Designated Certification Official letter on file. \_\_\_\_\_
3. Ensure that your point of contact information is kept up to date with Pass & ID. The authorized signer has the responsibility of responding to any emails or calls from the Pass & ID office or Airport Operations immediately. \_\_\_\_\_
4. Ensure that all ID badge applications are submitted to the Pass & ID Office in a complete, acceptable, and timely manner in accordance with existing guidance and regulations. As the Certification Official you are required to ensure the accurate completion of and to sign each submitted application form. **It is your signature, and only your signature which this office will honor on the ID Badge application and other Pass and ID forms.** This signature must also be an original signature; stamped copies are

considered invalid. Applications with signature(s) which are not reflected on the existing Designated Certification Official letter will be denied. \_\_\_\_\_

5. Define the airport access requirements based on location of company activities for each employee, and ensure that the Pass & ID Office is immediately notified of any changes to these requirements. Upon initial establishment of your company with the Pass and ID office, the appropriate airport access requirements and needs for the various job titles in your organization will be developed, evaluated, and implemented in coordination with the Airport Security Coordinator. Any subsequent changes to an individual's airport access must be submitted by completing the Access Request Form and sending it to the Pass and ID office unless otherwise approved by the Airport Security Coordinator. No other requests will be accepted. \_\_\_\_\_
6. Ensure that all ID badge applicants read and understand the Airport's security training and related training documents. \_\_\_\_\_
7. In accordance with 49 CFR Part 1542, ensure that each employee has successfully completed a fingerprint-based CHRC and STA and the results of such are on file with the airport. As the Certification Official you will be the **only** individual this office will notify with results from fingerprinting and the STA. \_\_\_\_\_

Domestic Air Carriers must also ensure that each employee for whom they are submitting a CHRC certification has been enrolled in the Rap Back program.

Domestic Air Carriers must provide immediate notification when the certification is withdrawn. Notifications must be provided to the Pass & ID Office or Airport Operations Center Personnel (See Attachment A). The ID badge will be immediately deactivated upon notification. The employer must follow this notification with written confirmation no later than 24 hours after the initial notification to the Pass & ID Office or Airport Operations Center Personnel (See attachment A). \_\_\_\_\_

8. Ensure that while an employee is in a security-controlled area of the airport, that the employee is actively engaged in an activity required by his company. \_\_\_\_\_

9. Ensure that employees properly display their ID badge and challenge other employees whose ID badges are not displayed or incorrectly displayed.  
\_\_\_\_\_
10. Ensure that employees who require the use of a motorized airport vehicle possess a valid state driver's license and permit for the type of vehicle being operated, and have been trained and qualified for the Airports Secured Area Vehicle Operator's Permit. \_\_\_\_\_
11. Ensure that company vehicles are inspected and marked in accordance with the related O&I for Vehicle Operations, that vehicles display a current AOA Vehicle Permit, and that the Airport is listed as an additional insured party under the vehicle insurance policy. \_\_\_\_\_
12. Maintain a current listing of ID Badge holders for the company. Companies may request a listing of ID Badge holders for that entity from the Pass & ID Office to reconcile against the list maintained by the company. \_\_\_\_\_
13. Immediately provide the Pass & ID Office or Airport Operations notification when an employee resigns, is furloughed, or dismissed from the organization. This notification may be made via telephone to the numbers listed in Attachment A or in person. The ID badge will be immediately deactivated upon notification. The employer must follow this notification with written confirmation, immediately but no later than twenty-four (24) hours after the action to the Pass & ID Office or Airport Operations; e.g., fax or e-mail. \_\_\_\_\_
14. Collect ID badges from individuals whose employment with the organization or a contractor of the organization on the date that the employment of the employee has ended. These ID badges must be returned immediately to the Pass & ID Office or Airport Operations.

If you are unable to retrieve the ID, please notify this office so that the ID badge can be deactivated. You and your company are potentially liable should a badged employee commit any violations at the airport and the airport was not notified in a timely manner of either their termination, resignation, or quitting.

If the collection and return of deactivated ID badges is not accomplished, the Company is subject to a \$200 fine per badge and risks the suspension of the processing of any future ID badges for their organization. \_\_\_\_\_

15. Respond to audits and investigations initiated by the Airport within the timeframes provided in the audit or investigation notification. \_\_\_\_\_
16. Ensure payment of any TSA fine levied against the Airports caused by their employees' failure to adhere to the ASP as required by 49 CFR Part 1542, or the Airports O&Is or Bulletins. \_\_\_\_\_
17. Ensure that no employer's lock, cipher lock, or other security device is used on any door, gate, or jet bridge that has an Airport access control system card reader or other Airport locking device installed. \_\_\_\_\_
18. Never knowingly or willfully provide a false statement or information when applying for an ID Badge or completing forms and documentation necessary for compliance with this O&I. \_\_\_\_\_

Certification Officials who fail to follow their responsibilities as required under Code 49 USC Section 46301, the Airport Security Program, the Orders & Instructions, and the ID badge security training through the Pass & ID Office are subject to penalties including but not limited to monetary penalties.

### **OTHER USEFUL INFORMATION**

The airport uses several tools to communicate effectively with Certification Officials about various aspects of airport security or the status of current ID Badge applicants. These methods and tools include but are not limited to Airport Security Bulletins and automated email notifications.

**AIRPORT SECURITY BULLETINS** – Airport Security Bulletins communicate important security related information for the airport. These publications are designed to provide notice of changes to airport security policy and procedures which ID Badge holders need to be aware of. Certification Officials should review any issued Airport Security Bulletin and distribute the information to their employees in a timely manner.

**AUTOMATED EMAIL NOTIFICATIONS** – The Pass and ID office has established an automated email notification program for certain key events related

to the airport badging process for you and your employees. There are five email types which you will be receiving that you need to be aware of. They are:

Background Check Complete = This email is sent out when an applicant's background check has returned, and the applicant is approved to receive an ID Badge. Please direct the applicant to come to the Pass and ID office as soon as possible to complete any required training and receive their ID badge. ID badges must be issued within 30 calendar days of approval or else the applicant must start the background check over from the beginning.

Background Check Held = This email is sent out when there is an issue with the individual's background check. The applicant must contact the Pass and ID supervisor to resolve the issue. When this email is sent, the applicant may not be escorted into the security areas of the airport until the issue is successfully resolved.

Airport ID Renewal Reminder = This email is sent out 30 days in advance of an upcoming ID badge renewal for an individual with your company. It is your responsibility to ensure that the individual comes to the Pass and ID office with a new application to renew their ID badge in a timely manner. Please prepare and review their application with them in advance, and ensure that they have with them at least two unexpired ID documents from the list on the ID badge application form. The IDs must include either i) one document from list A and one document from list B, or ii) one from list B and one from list C if they are a US Citizen born in the United States.

Non-Returned Badges = This email is sent out once a month if your company has outstanding ID badges that weren't returned to Pass & ID. Failure to return any and all outstanding ID badges may result in fines levied by TSA and/or the Airport. Repeated failures to return unaccounted ID badges may also result in suspension of the issuance of ID badges for the company.

Certification Official Renewal = This email is sent out twice a month to advise the Certification Official that they are up for renewal of their ID badge and Certification Official status. You must submit an ID badge renewal application and complete SIDA and Certification Official training. If a Certification Official fails to renew in a timely manner, their authority to perform the duties of a Certification Official will be revoked which could impact the processing of ID badge applications.

I have read and been informed about the content, requirements, and expectations of the Certification Official Duties and Responsibilities and the Airport O&I 6-4-1. I have received a copy of the policy and agree to abide by the policy guidelines as a condition of my certification official responsibilities.

I understand that if I have questions, at any time, regarding the policy, I will consult with the Pass and ID office.

Please read the duties and responsibilities carefully to ensure that you understand the policy before signing this document.

Certification Official Signature: \_\_\_\_\_

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

Certification Official Printed Name: \_\_\_\_\_

Receipt By: \_\_\_\_\_

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



# METROPOLITAN WASHINGTON AIRPORTS AUTHORITY

## APPROVED CERTIFICATION OFFICIAL

Please Print Clearly

\_\_\_\_\_  
Name

\_\_\_\_\_  
Airport ID #

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
Email Address

By my signature I hereby understand, acknowledge, and attest:

1. That I have completed and understood the training presented to me that relates to my duties as a Certification Official for my employer at:
  - Washington Dulles International Airport and/or
  - Ronald Reagan Washington National Airport.
2. That I have been provided the opportunity to ask questions about the privileges, duties, and requirements granted to me, and that I understand the importance and severity of those privileges and requirements.
3. That I will maintain a working knowledge of, and will comply with, the requirements and duties of a Certification Official as well as the rules and regulations of the airport including but not limited to the Airport Security Program (ASP) requirements and current Orders and Instructions (O&I) for airport ID badges and AOA vehicle operations.
4. That I will ensure that each individual for whom I sign an ID badge application has:
  - a. A specific need for unescorted access to the Security Controlled Areas of the airport, and
  - b. Acknowledged their security responsibilities under 49 CFR 1540.105(a) and the O&I applicable to their duties on the airport.
5. That this approval will expire in one year from the date of this approval or upon the expiration/deactivation of my Airport ID badge, whichever comes first.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

### For Pass and ID Use Only

Assignment as a Certification Official: ( ) Initial ( ) Renewal

Training completed: ( ) S.I. D. A. Training completed on \_\_\_\_\_  
 ( ) Authorized Signer Training completed on \_\_\_\_\_  
 ( ) Certification Official Packet provided (Initial approval only)

Approved on: \_\_\_\_\_  
Date

By: \_\_\_\_\_  
Trainer/Pass and ID Official



## **OVERVIEW OF THE PASS AND ID PROCESS.**

The Pass and ID process can best be divided into three major tasks:

- New ID badge application
- Renewal ID badge application
- Lost/Stolen/Unaccounted ID badge replacement.

These are the basic requirements which a certification official will manage in relation to their ongoing activities at their respective Airport(s).

### **NEW ID BADGE APPLICATION**

Each individual intending to request an ID badge for either unescorted airport access must submit an application to the Pass and ID office as well as submit fingerprints for a Criminal History Records Check (CHRC) and a Security Threat Assessment (STA). Domestic Air Carriers must provide Rap Back information in section IV.

When applying for a new ID badge, the applicant shall:

1. Report to the Pass and ID office with all the completed required documentation.
2. Once entered into the Pass and ID system, the applicant shall either pay or confirm payment arrangements with the Agent Cashier.

Payment is due at the time of fingerprinting, no exceptions.

Refer to O&I Attachment B for rates and charges. The Agent Cashier's Office accepts cash, company credit cards, company issued checks, and money orders. It does **not** accept personal checks. For companies which have entered into an agreement with the airport, a payment voucher signed by the authorized company official may also be accepted.

Next the applicant will be sent to be fingerprinted for the CHRC and STA submission.

Domestic Air carrier employers who are certifying that a fingerprint based CHRC was conducted and is enrolled in Rap Back, must have their designated Certification Official complete and sign Section IV of the ID Badge Application Form. For those individuals who are not submitted in the Rap Back program, an applicant will undergo a manual name check CHRC every two years. For individuals employed by a Domestic Air Carrier who provide certification of CHRC and Rap Back enrollment, this will be denoted as a "MNC" in the Rap Back field on the badge application.

3. Once this is completed, the applicant is free to leave the Pass and ID office until the results of the CHRC/STA background checks are completed.

1. Applicants may be escorted in accordance with the provisions outlined in the current Orders and Instructions appropriate to the specific airport at which the applicant has applied.

4. Once the background checks have been processed, the Certifying Official will be notified through an automated email:

**If approved** - Please have the applicant return to the fingerprinting office to complete their training.

**If denied** - this office will only advise you that the applicant's submission has resulted in a denial. This office will not discuss the reason for denial with anyone other than the applicant. All denied applicants are allowed to provide documentation which pertains to their criminal history and request a second review.

**If an applicant is denied for badging, they are not authorized to be 'escorted' at any point within the airport, for any length of time, by any badged employee. A denial prohibits entry into both the sterile and secured areas of the airport. No Exceptions!**

5. Training is conducted using an *interactive computer program* which requires the applicant to sign in, chose the appropriate program(s), and correctly answer questions. The basic training is as follows:

**Security Identification Display Area (SIDA) training** - All New ID badge applicants must complete SIDA training. Purple ID badge holders must complete any required training for both airports.

**Driver "D" Endorsement** - If the applicant is receiving a Driver endorsement he/she will be required to complete an additional training module. If Section VI of their application for the *AOA/Motor Vehicle Operator Permit* is marked yes, this office will presume the individual is expected to take and complete the driver training. If the applicant declines, or would prefer not to do the AOA driver testing, the applicant will not be badged and will be directed to return to you to provide a corrected application.

**Movement Area Driver "DM" Endorsement** – If the applicant is receiving a Movement Area Driver endorsement he/she will be required to complete an additional training and testing by the Airport Operations Department. The applicant will need

to obtain the Completion Certificate from airport operations and bring it to Pass and ID. If the applicant declines, or would prefer not to do the AOA driver testing, the applicant will not be badged and will be directed to return to you to provide a corrected application.

**Authorized Signatory Training (Certification Officials Only)** - All applicants who are to be designated as a Certification Official must complete annual SIDA training and annual Authorized Signatory training. Purple ID badge holders must complete any required training for both airports.

6. Once training is completed, the applicant will proceed to the Pass and ID office to receive their ID badge

### **RENEWAL ID BADGE APPLICATION**

Each individual intending to renew an ID badge for unescorted access requires a new application form be submitted to the Pass and ID office as well as resubmission for a fingerprint based CHRC and STA. Domestic Air Carriers must provide Rap Back information in section IV.

When applying to renew an ID badge, the applicant will:

1. Report to the Pass and ID office with all the completed required documentation.
  - (1) Once verified in the Pass and ID system, the applicant will either pay or confirm payment arrangements with the Agent Cashier for the resubmission of the fingerprint based CHRC.
  - (2) Domestic Air carrier employers who are certifying that a fingerprint based CHRC was conducted and is enrolled in Rap Back, must have their designated Certification Official complete and sign Section IV of the ID Badge Application Form. For those individuals who are not submitted in the Rap Back program, a renewal applicant will undergo a manual name check CHRC every two years. For individuals employed by a Domestic Air Carrier who provide certification of CHRC and Rap Back enrollment, this will be denoted as a "MNC" in the Rap Back field on the badge application.
2. Next the applicant will have their electronic fingerprints resubmitted or will be sent to be fingerprinted for the CHRC and STA submission. This will be determined at the time of application and is dependent on several factors.
3. Once this is completed, the applicant will immediately return to the Pass and ID Technician for verification of training.

Training is conducted using an *interactive computer program* which requires the applicant to sign in, chose the appropriate program(s), and correctly answer questions. Training may be accomplished prior to coming to the Pass and ID office to renew. The basic training is as follows:

**Driver “D” Endorsement** - If the applicant is receiving a Driver endorsement he/she will be required to complete an additional training module. If Section VI of their application for the *AOA/Motor Vehicle Operator Permit* is marked yes, this office will presume the individual is expected to take and complete the Driver training. If the applicant declines, or would prefer not to do the AOA driver testing, the applicant will not be badged and will be directed to return to you to provide a corrected application.

**Movement Area Driver “DM” Endorsement** – If the applicant is receiving a Movement Area Driver endorsement he/she will be required to complete an additional training and testing by the Airport Operations Department. If the application is marked yes in Section V of their application for the *AOA/Motor Vehicle Operator Permit*, this office will presume the individual is expected to take and complete the appropriate training. If the applicant declines, or would prefer not to do the AOA driver testing, the applicant will not be badged and will be directed to return to you to provide a corrected application.

**Authorized Signatory Training (Certification Officials Only)** - All applicants who are to be designated as a Certification Official must complete annual SIDA training and annual Authorized Signatory training. Purple ID badge holders must complete any required training for both airports.

4. Once training is verified as completed, the applicant will receive their ID badge.
5. If an issue arises with the applicants eligibility to possess a badge once the background checks have been processed, the Certifying Official will be notified through communication from the Pass and ID office that the applicant’s submission has resulted in a denial and the ID badge will be deactivated and must be returned. All denied applicants are allowed to provide documentation which pertains to their denial and request a second review. The badge holder may be issued a short duration badge not to exceed 45 days at the discretion of the Pass and ID office.

**If an applicant is denied for badging, they are not authorized to be 'escorted' at any point within the airport, for any length of time, by any badged employee. A denial prohibits entry into both the sterile and secured areas of the airport. No Exceptions!**

### **LOST/STOLEN ID BADGE REPLACEMENT**

Lost/Stolen ID badges are to be immediately reported to the Airport Operations department or the Pass and ID office. This may be done in person or verbally to contacts listed in Attachment A. Follow up written confirmation must be submitted as soon as possible.

Each individual who is replacing a lost or stolen ID badge must come to the Pass and ID office with two forms of identification and the Unaccounted ID badge Form signed by their Certification Official. This form satisfies the written notification requirement. A new ID badge will be issued in accordance with the determination of the Airport Security Coordinator.

ID badge fees for lost ID badges start at \$50 and escalate upwards in accordance with the fee schedule. If the lost badge is subsequently found, a partial refund will be given for the return of a lost badge.

No fee is typically charged for the first reported Stolen ID badge provided that a police report is filed and a copy of the report is submitted to the Pass and ID office. Subsequent reported stolen ID badges may incur a fee at the discretion of the Airport Security Coordinator.

### **DAMAGED/MALFUNCTIONING ID BADGE REPLACEMENT**

ID badge holders are responsible for ensuring that their ID badge remains in working order. The ID badge holder simply brings the malfunctioning ID badge to the Pass and ID office, signs in at the kiosk, and has a new badge reissued. Although the Pass and ID office does not charge for damaged or malfunctioning ID badges, the Airport reserves the right to enforce the responsibilities of the badge holder as outlined in the current Orders and Instructions.

## **INSTRUCTIONS FOR COMPLETION OF MWAA ID BADGE APPLICATION**

All employees/personnel requiring an airport-issued identification badge must complete and submit an application form which can be found on the Metropolitan Washington Airports Authority (Airports Authority) websites:

<http://www.mwaa.com/business/reagan-pass-id-office>

or

<http://www.mwaa.com/business/dulles-pass-id-office>

To reach the application thru manual navigation of the website [www.mwaa.com](http://www.mwaa.com), please click on the title “Business” located at the top by the search bar. Next click on the title “Airport Business” on the second row and then select the appropriate airport Pass and ID office. Please contact Pass and ID office at 703-417-8052 (DCA) or 703-572-2780 (IAD) if you experience any issues getting the correct form to populate on the website or have any other questions or concerns.

To complete the new ID badge application, please follow the guidelines below as well as the information in the Orders and Instructions:

1. Section I of the ID Badge Application Form must be typed. The rest of the application may be hand printed in block fashion. Only legible applications will be accepted. This is to preclude misinterpretation of handwriting for the most crucial information on each individual, to include the spelling of their name, their social security number, birth date, etc.
2. The individual applicant must then read, understand, and initial Section III.
3. The applicant must read, understand, and agree to comply with regulations by signing the statement at the bottom of page 2 and dating the ID Badge Application Form.

NOTE: Employers and Certification Officials are responsible for ensuring that applicants understand the requirements listed in Section III and the statement at the bottom of page 2.

If the address listed in Section I of the ID Badge Application Form is different from the address on the identification presented for identity verification, the ID badge will be issued for a time period not to exceed 30

days. Applicants are required to present verification of a corrected address prior to the issuance of a permanent ID badge.

4. Only Air Carrier Certification Official(s) need to complete Section IV as appropriate.
5. Certification Official(s) must complete Section V of the ID Badge Application Form. The employer must define the access requirements based on location of the company activities for each employee. Access will be limited to only those gates and doors necessary for an employee to perform his or her job duties.

*See Attachment B for Airport ID badge Types (IAD & DCA)*

**Gate Agent** – This endorsement authorizes the ID badge holder to have the ability to place certain doors on a timed over-ride to prevent the doors from alarming during passenger enplaning and deplaning operations. Persons receiving this endorsement should have routine duties as a gate agent for an airline.

**Escort** - in order to ‘escort’ individuals who are not badged into the sterile and secured areas of the airport, a ID badge holder must have escort status embedded on his/her airport issued identification. Escorting is a serious responsibility and should only be entrusted to those employees that an employer considers capable. Escorting is not for fellow employees who have an expired badge or did not bring their airport-issued identification to the airport. It is strictly for enabling your vendors, or outside support that are not badged to enter into the restricted access areas of the airport. One who is charged with escorting must remain in immediate control of a non-badged individual(s) at all times. Failure to do so will most likely result in fines being levied against the offending individual and possibly the company.

In order to acquire escort status, under special endorsements, check the escort box and complete the endorsement justification section of the ID application for the individual employee you are requesting be designated as an escort. This justification should briefly describe why his / her duties will necessitate the need for escort status. If accepted by the Pass and ID office at the time of initial processing and upon successful completion of the training modules, the employee will have escort incorporated into their airport ID. Requesting escort status only applies to IAD Green badges. IAD

Red badges cannot escort. IAD Blue and Purple badges are automatically granted escort privileges.

**Customs** - If your employees will be required to work on or around international carrier aircraft, or access locations normally under U.S. Customs and Border Protection (CBP) supervision, they will require clearance thru CBP for their customs seal. CBP has their own processing requirements, which normally include fingerprinting and review of an applicant's CHRC. If so, it is not required that you fingerprint again with this office. The Airport Pass & ID Office will use the results obtained from CBP. For more information about the Customs seal process, please contact the Pass and ID office supervisor.

**Command Post** – Is a restricted endorsement that is assigned at the discretion of the Airport Security Coordinator. This endorsement is intended for certain senior officials who would have critical responsibilities under an aircraft accident or other incident requiring them to have unescorted access to the Incident Command Post. The vast majority of ID badge holders will not be granted this endorsement.

**Driver:** If an AOA Operator's Driver Permit is requested, the applicant must be tested and pass the airport's AOA driving rules and regulations as defined in the Airports Authority's O&I regarding the Vehicle Control Program. Completion of the training entitles the driver to access certain airport vehicle gates. There are two types of driver endorsement:

- Non-movement area – which is required to drive a vehicle on any of the ramps or roads inside the airport fence line, and
- Movement area – which is required to drive a vehicle on the runways and taxiways of the airport. Movement area training is subject to the approval of the Airport Operations Department and completion of enhanced training.

**As the Certification Official you are required to ensure the accurate completion of each submitted application form and to sign under Section IV (for airlines only) and/or Section V.** It is your signature, and only your signature which this office will honor on the application form. This signature must also be an original signature; stamped copies are considered invalid. This is a minimal means to ensure that each applicant for an ID is in fact a representative or employee of the company. Signature(s) under Section IV or V which are not reflected on the existing Designated Certification Official Letter for the company will be denied.



6. Section VI must be completed and signed by a security or SIDA Instructor who has been approved by Airport Operations Manager or his/her designee. When security training is completed in the Airport Training office/IET Lab, a representative of the Pass and ID office will complete this section.
7. The Pass & ID Office will verify the identity of the applicant by visually checking two forms of federal, state or local government issued identification (driver's permit, walker's permit, passport, visa, employment authorization card, birth certificate, social security card, etc.). At least one form of identification must be a government issued photo ID. In addition, applicants under the age of 16 will be required to provide a copy of a valid work permit.

If the applicant lacks two viable forms of identification they will be declined. This office follows a basic I-9 process and is required to confirm the applicant's current mailing address and citizenship or right to work.

The first form of identification preferably is either a state issued driver's license or personal (walker's) ID, since both have the applicant's image and generally are required to reflect their current address. A change of address card in conjunction with the license or walker's ID is acceptable.

The second form must either confirm citizenship or their right to work. United States citizens may produce either their state issued birth certificate, or a United State Passport, since either are bona fide confirmation of citizenship. Naturalized citizens may produce their naturalization papers as proof.

For those applicants who are under immigration status, new Transportation Security Administration (TSA) guidelines obligate this office to confirm an individual right to work and not to issue airport identification in excess of their work permit or whichever immigration form they are covered under. All applicable immigration documents should be submitted when applying for the airport ID.

## Attachment A – Contact information

### Washington Dulles International Airport

Website [www.mwaa.com/business/dulles-pass-id-office](http://www.mwaa.com/business/dulles-pass-id-office)

Airport Operations Phone: 703-572-2730

Pass and ID Office Phone: 703-572-2780  
[iadpass&idoffice@mwaa.com](mailto:iadpass&idoffice@mwaa.com)

Airfield Vehicle Phone: 703-572-2740  
 Registration [IADVehicles@mwaa.com](mailto:IADVehicles@mwaa.com)

Terminal Agent's Office Phone: 703-572-2940  
[IADTerminalAgent@MWAA.com](mailto:IADTerminalAgent@MWAA.com)

Mailing Address:

P.O. Box 17045

Washington Dulles International Airport, MA-216

Washington, DC 20041-0045

### Ronald Reagan Washington National Airport

Website [www.mwaa.com/business/reagan-pass-id-office](http://www.mwaa.com/business/reagan-pass-id-office)

Airport Operations Phone: 703-417-8050

Pass and ID Office Phone: 703-417-8052  
[dcapass&idoffice@mwaa.com](mailto:dcapass&idoffice@mwaa.com)

Fingerprinting Office Phone: 703-417-4631 or 4632

Agent Cashier's Office Phone: 703-417-8015 or 0981

Mailing Address:

Airport Operations Department (MA-110)

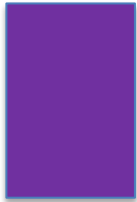

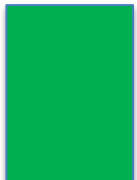
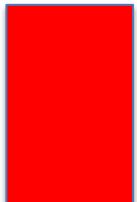

Pass & ID Office

Ronald Reagan Washington National Airport


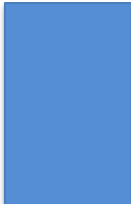
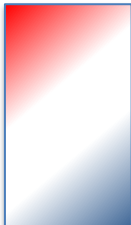
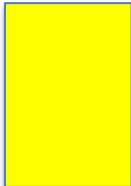

Washington, DC 20001

## Attachment B - IAD & DCA ID badge Types

### Dulles International Airport (IAD) ID badge Types:

	<p>The purple ID Badge provides unescorted access to Reagan National and Dulles International's AOA, SIDA, Secured Area, Sterile Area(s), and the IAD SOPA (South Outer Perimeter Area). The issuance of this ID Badge is restricted to Airports Authority and Federal Law Enforcement personnel.</p> <p>This ID Badge may be granted Escort, Driver (Non-Movement and Movement), Customs, and Command Post endorsements for one or both Airports.</p>
	<p>The blue ID Badge provides unescorted access to:</p> <ul style="list-style-type: none"> <li>• Secured Area (aircraft ramps/bag tunnel)</li> <li>• Sterile Area (passenger concourses)</li> <li>• SIDA (Indoor areas under Sterile Areas)</li> <li>• AOA</li> <li>• SOPA</li> </ul> <p>This ID Badge may be granted Escort, Driver (Non-Movement and Movement), Customs, and Command Post endorsements.</p>
	<p>The green ID Badge provides Unescorted access to:</p> <ul style="list-style-type: none"> <li>• Secured Area (aircraft ramps/bag tunnel)</li> <li>• Sterile Area (passenger concourses)</li> <li>• SIDA (Indoor areas under Sterile Areas)</li> <li>• AOA</li> <li>• SOPA</li> </ul> <p>This ID Badge may be granted Escort, Driver (Non-Movement and Movement), and Customs endorsements.</p>
	<p>The red ID Badge only provides Unescorted access to the Sterile Area (passenger concourses). Personnel who are issued this badge must use a TSA screening checkpoint to enter the Sterile Area.</p> <p>This ID Badge is not eligible for Escort or Driver endorsements.</p>
	<p>The Dulles Toll Road blue and white ID Badge only provides access to the Dulles Toll Road Administration building.</p> <p>This ID Badge is not valid for access at Dulles International Airport.</p>

### Reagan National Airport (DCA) ID badge Types:

	<p>The purple ID badge provides unescorted access to Reagan National and Reagan National's AOA, SIDA, Secured Area, Sterile Area(s), and the Dulles International SOPA (South Outer Perimeter Area). The issuance of this ID badge is restricted to Airports Authority and Federal Law Enforcement personnel.</p> <p>This ID badge may be granted Escort, Driver (Non-Movement and Movement), Customs, and Command Post endorsements for one or both Airports.</p>
	<p>The blue ID Badge provides unescorted access to:</p> <ul style="list-style-type: none"> <li>• Secured Area (aircraft ramps/bag tunnel)</li> <li>• Sterile Area (passenger concourses)</li> <li>• SIDA (Indoor areas under Sterile Areas)</li> </ul> <p>This ID Badge may be granted Escort, Driver (Non-Movement and Movement), Customs, and Command Post endorsements.</p>
	<p>The Red White and Blue ID Badge, (colors appear in diagonal stripes), provides unescorted access for TSA senior staff members to:</p> <ul style="list-style-type: none"> <li>• Secured Area (aircraft ramps/bag tunnel)</li> <li>• Sterile Area (passenger concourses)</li> <li>• SIDA (Indoor areas under Sterile Areas)</li> </ul> <p>This ID Badge may be granted Escort, Driver (Non-Movement and Movement), and Customs endorsements.</p>
	<p>The Yellow ID Badge provides unescorted access to the Sterile Area and specific SIDAs, except air carrier operation areas.</p>
	<p>The Orange ID Badge provides unescorted access to the Sterile Area. (Passenger Concourses) area. Personnel who are issued this ID Badge may access the Sterile Area through the passenger-screening checkpoint only.</p>

# SAMPLE ID BADGE APPLICATION

<input type="checkbox"/> NEW <input type="checkbox"/> RENEWAL	ID Badge Number _____
Badge Color: <input type="checkbox"/> Red <input type="checkbox"/> Green <input type="checkbox"/> Blue <input type="checkbox"/> Purple <input type="checkbox"/> Yellow <input type="checkbox"/> Orange <input type="checkbox"/> R/W/B	Customs Seal: <input type="checkbox"/> Yes <input type="checkbox"/> No Date Approved: _____
Fingerprint Date: _____ (Security Tech _____) STA #: _____ (Security Tech _____)	
Fingerprint Case #: _____ (Security Tech _____) STA Approval Date: _____ (Security Tech _____)	
Fingerprint Approved Date: _____ (Security Tech _____)	Certification Official <input type="checkbox"/> Yes <input type="checkbox"/> No

## Metropolitan Washington Airports Authority Airport Identification Badge Application

Ronald Reagan Washington National  Washington Dulles International

**Section I – Applicant Information** Security Tech: \_\_\_\_\_

**This Section Must be Typed**

Full Legal Name \_\_\_\_\_

Last: \_\_\_\_\_ First: \_\_\_\_\_ Middle: \_\_\_\_\_

Other Names Used (Aliases): \_\_\_\_\_

*Per TSA requirements, you must provide a Social Security Number. Failure to provide it may delay or prevent completion of a Security Threat Assessment by the Transportation Security Administration.* Social Security Number: \_\_\_\_\_

Current Residency Address \_\_\_\_\_

Street: \_\_\_\_\_ City/State/ZIP: \_\_\_\_\_

Phone: \_\_\_\_\_ Email (optional) \_\_\_\_\_

Biographical Data

Height: \_\_\_\_\_ feet; \_\_\_\_\_ inches      Weight: \_\_\_\_\_ pounds      Gender:  Male  Female

U.S. State or Country of Birth: \_\_\_\_\_ Country of Citizenship: \_\_\_\_\_

Race: \_\_\_\_\_ Hair Color: \_\_\_\_\_ Eye Color: \_\_\_\_\_ Date of Birth: \_\_\_\_\_ (MM/DD/YYYY)

Employer Information

Company: \_\_\_\_\_ Division (if any): \_\_\_\_\_

Job Title: \_\_\_\_\_ Hire Date: \_\_\_\_\_ (MM/DD/YYYY)

**This Section Must be Typed** (MM/DD/YYYY)

### Section II – Identification and Work Authorization

Security Tech: \_\_\_\_\_

- (1) Every Applicant must present two forms of unexpired identification issued by a government authority and at least one of which must have a photo. Acceptable forms of identification are those listed in the table below.
- (2) For U.S. Citizens, two forms of ID as described in sentence (1) above; if no ID is provided from List A, you must provide one ID from List B and one ID from List C in the table below.
- (3) For U.S. Citizens born abroad or naturalized U.S. Citizens, have at least one of the following: (i) U.S. Passport, (ii) Certification of Naturalization, or (iii) Certificate of Birth Abroad (Form DS-1350 or Form FS-545).
- (4) For Individuals who hold a non-immigrant visa, provide the visa control number.
- (5) For Individuals who are not U.S. Citizens, have at least one of the following: (i) Permanent Resident Card or Alien Registration Receipt Card (Form I-551), (ii) Arrival-Departure Record (Form I-94) when presented with an unexpired foreign passport bearing the same name and containing an endorsement of the individual's non-immigrant status.

List A	List B	AND	List C
<input type="checkbox"/> U.S. Passport or U.S. Passport Card	<input type="checkbox"/> State Driver's License	AND	<input type="checkbox"/> Social Security Card
<input type="checkbox"/> Permanent Resident Card or Alien Registration Receipt Card (Form I-551)	<input type="checkbox"/> State ID Card		<input type="checkbox"/> Original or Certified Copy of Birth Certificate
<input type="checkbox"/> Foreign Passport with I-551 Stamp	<input type="checkbox"/> School ID with Photo		<input type="checkbox"/> Dept. of State Certification of Birth (FS-545)
<input type="checkbox"/> Foreign Passport and Form I-94 or Form I-94A	<input type="checkbox"/> Voter's Registration Card		<input type="checkbox"/> Dept. of State Report of Birth (DS-1350)
<input type="checkbox"/> Employment Authorization Document with Photo (Form I-766)	<input type="checkbox"/> U.S. Military Card or draft card		<input type="checkbox"/> Consular Report of Birth form (FS-240)
<input type="checkbox"/> Passport from the FSM or RMI with Form I-94 or Form I-94A indicating nonimmigrant admission under the Compact of Free Association Between the United States and the FSM or RMI	<input type="checkbox"/> U.S. Military Dependent's ID		<input type="checkbox"/> Native American Tribal Document
	<input type="checkbox"/> U.S. Citizen ID Card (Form I-197)		<input type="checkbox"/> U.S. Citizen ID Card (Form I-197)
	<input type="checkbox"/> USCG Merchant Mariner Card		<input type="checkbox"/> Resident Citizen ID Card (Form I-179)
	<input type="checkbox"/> Native American Tribal Document		<input type="checkbox"/> Employment authorization issued by DHS
	<input type="checkbox"/> Canadian Driver's License		
	<input type="checkbox"/> Other _____		

SAMPLE FORM FOR REFERENCE ONLY

**Section III – Applicant's Security Responsibility Agreement**

49 CFR Part 1540 holds each individual responsible for their actions as they may pertain to airport security. Following is a summary of those responsibilities and obligations as contained in the applicable Orders and Instructions applicable to my possession of an Identification Badge:

1. I will not allow anyone else to use my Identification Badge or SIDA/Secure Area/Sterile Area/AOA access key.
2. I will wear my Identification Badge on my outermost garment at all times SIDA/Secure Area/Sterile Area/AOA.
3. I will ensure proper closing and locking of SIDA/Secure Area/Sterile Area/AOA doors and/or vehicle gates.
4. I will immediately report the theft or loss of my Identification Badge or key to Airport Operations.
5. I will challenge and report any individual who is not displaying an Identification Badge in the SIDA/Secure Area/AOA.
6. I will immediately report any security violation I witness to Airport Operations or Airport Police.
7. I will submit to searches of my person, property, bags, and/or vehicle at any time entering, attempting to enter, or present within the SIDA/Secure Area/Sterile Area/AOA.
8. I understand that if I am convicted or found not guilty by reason of insanity of any of the crimes on the Fingerprint Application in the future, I must report such a conviction or finding of not guilty by reason of insanity to the Airport Security Coordinator within 24 hours.
9. I will be screened by TSA at a passenger screening checkpoint prior to boarding a flight. If, after I have been screened, I exit the sterile or secured areas of the airport I must be re-screened at a passenger screening checkpoint. Using my badge to circumvent screening is a serious violation and will result in revocation of the badge for a minimum of one year.

I certify that I have read, understand, and will comply with the above security procedures as well as the Orders and Instructions applicable to my possession of an Identification Badge, and been provided the opportunity to have my questions answered. I acknowledge my security responsibilities under 49 CFR 1540.105(a). I understand that failure to comply with any applicable security procedure may result in revocation of my Identification Badge or key(s) which means, I will lose access to security-controlled areas of the airport and I may not be escorted. I understand that committing certain aviation security violations may result in my information being listed in the TSA Centralized Revocation Database for 5 years from the date the violation occurred. **Applicant's Initials:** \_\_\_\_\_

**Section IV – Criminal History**

Public Law 107-71 (49 USC 44936) and 49 CFR 1542.209 forbids anyone who has been convicted or found not guilty by reason of insanity within the previous 10 years of the crimes listed on the fingerprint application from being granted unescorted access to the airport's Security Controlled Area (i.e. the person cannot be given an identification badge). All applicants must submit fingerprints that will be used to check the criminal history. A copy of your CHRC sent by the FBI may be obtained from the Airport Security Coordinator by submitting a written request. If you contest the accuracy of the information you may directly contact the agency that reported the disqualifying conviction to correct your record.

**Domestic Air Carrier Criminal History Record Check Certification (For Air Carriers Only)**

Security Tech: \_\_\_\_\_

New Certification  Existing Certification  Updated information

I certify that i) a fingerprint-based CHRC has been successfully conducted for this applicant which did not disclose any disqualifying criminal offenses in accordance with TSR 1544.229 or 1544.230, ii) the applicant has been subscribed into the FBI Rap Back Program as managed through the Air Carrier identified below, iii) that an active Rap Back subscription will be maintained in accordance with TSA requirements, and iv) that a copy of the Privacy Act Notice on Page 4 of this application has been provided to the applicant. I further certify that the fingerprint-based CHRC and Rap Back enrollment have been processed according to the following dates:

\_\_\_\_\_ Date of Submission of the fingerprint-based CHRC. Fingerprint Case Number: \_\_\_\_\_

\_\_\_\_\_ Date Results Received and Certified that the applicant does not have a disqualifying criminal offense in accordance with TSR 1544.229 or 1544.230.

**Rap Back Enrollment:** Provide FBI No. \_\_\_\_\_ Date of subscription \_\_\_\_\_

In instances where a Domestic Air Carrier individual cannot be enrolled in Rap Back due to unclassifiable fingerprints, a Manual Name Check (MNC) must be completed. This should be denoted with the code "MNC" in the Rap Back No field.

I certify and attest that I will provide immediate notification to the Pass and ID Office or Airport Operations of i) withdrawal of the CHRC/ Rap Back Certification, ii) any disqualifying criminal offense as listed in TSR 1544.229 or 1544.230 related to the applicant, or iii) when the applicant no longer needs unescorted access for my company to the Security Controlled Areas.

Air Carrier: \_\_\_\_\_ Certification Official Name (Print): \_\_\_\_\_

Certification Official Signature: \_\_\_\_\_

Title: \_\_\_\_\_ Date: \_\_\_\_\_

The Transportation Security Administration requires the Airports Authority to include the following statement on this application and to have each applicant sign and date the statement in order to be issued an Identification Badge: **"The information I have provided is true, complete and correct to the best of my knowledge and belief and is provided in good faith. I understand that knowing and willful false statement can be punished by fine or imprisonment or both. (See Section 1001 of Title 18 of the United States Code)"**

**Applicant's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

05/23/2022 LAST NAME: \_\_\_\_\_ FIRST NAME: \_\_\_\_\_ Page 2 of 4





**SAMPLE FORM FOR REFERENCE ONLY**

**Section V – Company Information and Certification** Security Tech: \_\_\_\_\_




Company/Employer: \_\_\_\_\_  
 Street: \_\_\_\_\_ City/State/ZIP: \_\_\_\_\_  
 Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ E-Mail: \_\_\_\_\_

I hereby request that the applicant be granted the following access badge type and/or privileges on their Identification Badge


**DCA Badge Type Requested**

-  Blue – Unescorted access to the SIDA, Secured Area, and Sterile Area.
-  Yellow – Unescorted access to the Sterile and security controlled areas, except air carrier operation areas.
-  Orange – Unescorted access to the Sterile Area through the passenger-screening checkpoint only.
-  R/W/B – Unescorted access to the SIDA, Secured Area, and Sterile Area for TSA senior staff members.

**IAD Badge Type Requested**

-  Blue - Unescorted access to the AOA, SIDA, Sterile Area, and Secured Area with Command Post
-  Green - Unescorted access to the AOA, SIDA, Sterile Area, and Secured Area.
-  Red - Unescorted access to the Sterile Area.

**Joint Use DCA and IAD Badge – Restricted availability**

-  Purple - Unescorted access to DCA and IAD's AOA, SIDA, Secured Area, Sterile Area

**Special Endorsements:**

- Gate Agent – Required for jet bridge door timed override for enplaning and deplaning operations.  Yes  No
- Escort Authority - Required to escort un-badged individuals inside the security fence line.  Yes  No
- Customs – Required for access into the areas controlled by U. S. Customs and Border Patrol.  Yes  No
- Command Post – A designation restricted to those individuals approved by Airport Operations.  Yes  No

\*\*\*Endorsement Justification for Escort / Command Post Request: \_\_\_\_\_

**Airfield Driving Privileges**

- |   | DCA                          | IAD  |
|---|------------------------------|--|
| Non-Movement Area (Basic driver permit required for all persons driving inside the security fence line) | <input type="checkbox"/> Yes | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Movement Area (Advanced Permit required for all persons requesting access to runways or taxiways)       | <input type="checkbox"/> Yes | <input type="checkbox"/> Yes <input type="checkbox"/> No |

I hereby certify and attest that the individual applicant i) has a specific need for unescorted access authority; and ii) acknowledges their security responsibilities under 49 CFR 1540.105(a).

Certification Official Name (Print): \_\_\_\_\_ Title: \_\_\_\_\_  
 Certification Official Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Section VI – Training Endorsements** Security Tech: \_\_\_\_\_

This Applicant has successfully completed the following training:

- DCA Security/SIDA (Required for all badge holders)  Yes  No Date: \_\_\_\_\_ By: \_\_\_\_\_
- IAD Security/SIDA (Required for all badge holders)  Yes  No Date: \_\_\_\_\_ By: \_\_\_\_\_
- Certification Official (Required to sign badge applications for company)  Yes  No Date: \_\_\_\_\_ By: \_\_\_\_\_

Driver Training Completed For:	DCA	IAD	DCA / IAD
Non-Movement Area Training video required for all persons driving inside the security fence line.	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	Date: _____ / _____ By: _____
Advanced Movement Area Training class provided by Airport Operations required for initial training of all persons requesting access to runways or taxiways.	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	Date: _____ / _____ By: _____
Movement Area Training video required for Initial and recurrent training of all persons requesting access to runways or taxiways.	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	Date: _____ / _____ By: _____

05/23/2022 LAST NAME: \_\_\_\_\_ FIRST NAME: \_\_\_\_\_

**SAMPLE FORM FOR REFERENCE ONLY**

**METROPOLITAN WASHINGTON AIRPORTS AUTHORITY USE OF INFORMATION**

The U.S. Department of Homeland Security (DHS), Transportation Security Administration (TSA) requires the Metropolitan Washington Airports Authority to collect the information on these application forms (with a few, minor exceptions) for every person applying for a badge. This application and other records relating to it are kept confidential by the Airport Security Coordinator at each airport and only used by the Airports Authority and its agents in administering airport security and the access control system, in particular. The only exception is that the TSA may examine the Airports Authority's files at any time and the TSA requires the information to be submitted to it periodically. TSA also requires the Airports Authority to provide the following notice:

**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. 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](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 maybe unable to complete your security threat assessment.

I authorize the Social Security Administration to release my Social Security Number and full name to the Transportation Security Administration, Enrollment 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.

Last: \_\_\_\_\_ First: \_\_\_\_\_ Middle: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ SSN: \_\_\_\_\_

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

05/23/2022

Page 4 of 4

**SAMPLE FORM FOR REFERENCE ONLY**



# SAMPLE FINGERPRINT APPLICATION

Metropolitan Washington Airports Authority - Fingerprint Application Required by TSA Regulations

Fingerprint Collected by \_\_\_\_\_ (initials) at  Ronald Reagan Washington National /  Washington Dulles International

During the *past 10 years* before the date of this application have you been convicted or found not guilty by reason of insanity of any of the following crimes? (Check "Yes" or "No" for each question)

- |     |  |                              |                             |
|-----|--|------------------------------|-----------------------------|
| 1   | Forgery of certificates, false markings, and other aircraft registration violations <i>49 USC 46306</i>  | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 2   | Interference with air navigation <i>49 CFR 46308</i>   | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 3   | Improper transportation of hazardous material <i>49 USC 46312</i>  | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 4   | Aircraft piracy <i>49 USC 46502</i>  | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 5   | Interference with flight crew member or flight attendant <i>49 USC 46504</i>   | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 6   | Commission of certain crimes aboard aircraft <i>49 USC 46506</i>   | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 7   | Carrying a weapon or explosive aboard aircraft <i>49 USC 46505</i>   | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 8   | Conveying false information and threats <i>49 USC 46507</i>  | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 9   | Aircraft piracy outside the special aircraft jurisdiction of the United States <i>49 USC 46502(b)</i>  | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 10  | Lighting violations involving transporting controlled substance <i>49 USC 46315</i>  | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 11  | Unlawful entry into an aircraft or airport area that serves air carriers or foreign air carriers contrary to established security requirements <i>49 USC 46314</i> | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 12  | Destruction of an aircraft or aircraft facility <i>18 USC 32</i>   | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 13  | Murder   | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 14  | Assault with intent to murder  | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 15  | Espionage  | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 16  | Sedition   | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 17  | Kidnapping or hostage taking   | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 18  | Treason  | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 19  | Rape or aggravated sexual abuse  | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 20  | Unlawful possession, use, sale, distribution, or manufacture of an explosive or weapon   | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 21  | Extortion  | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 22  | Armed or felony unarmed robbery  | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 23  | Distribution of, or intent to distribute, a controlled substance   | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 24  | Felony arson   | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 25  | A felony involving a threat  | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 26  | A felony involving willful destruction of property   | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 27  | A felony involving importation or manufacture of a controlled substance  | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 28  | A felony involving burglary  | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 29  | A felony involving theft   | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 30  | A felony involving dishonesty, fraud or misrepresentation  | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 31  | A felony involving possession, or distribution of stolen property  | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 32  | A felony involving aggravated assault  | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 33  | A felony involving bribery   | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 34  | A felony involving illegal possession of a controlled substance punishable by a maximum term of imprisonment of more than one year                                 | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 35. | Violence at international airport <i>18 USC 37</i>   | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 36. | Conspiracy or attempt to commit any of the aforementioned criminal acts  | <input type="checkbox"/> Yes | <input type="checkbox"/> No |

In accordance with federal regulations, I will inform the Metropolitan Washington Airports Authority – Pass & ID Office within **24 hours** if I am convicted, or found not guilty by reason of insanity, of any of the crimes listed in #1 through #36 above while I am in possession of an airport issued ID badge.

During the past 5 (five) years before the date of this application, have you had an airport issued ID badge revoked for an airport security violation?  Yes  No

During the past 5 (five) years before the date of this application, have you been charged with a crime by the Metropolitan Washington Airports Authority Police?  Yes  No

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 Full Name (please print) \_\_\_\_\_

Applicant's Signature \_\_\_\_\_ Date Signed \_\_\_\_\_

# SAMPLE UNACCOUNTED ID BADGE REPORT



## METROPOLITAN WASHINGTON AIRPORTS AUTHORITY

### REPORT OF UNACCOUNTED BADGE

Please print clearly

NAME: \_\_\_\_\_  
(LAST) (FIRST) (MI)

ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_ SSN: \_\_\_\_\_

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

I, the undersigned in accordance with Title 49 Codified Federal Regulation 1542.211 (a)(3)(ii), do hereby declare to the Airport Security Coordinator (ASC) for (*Check all that apply*)

Ronald Reagan Washington National Airport and/or  Washington Dulles International Airport, that the badge I was issued is unaccounted for because of the following:

- Lost – Provide an explanation of the circumstances of the loss in the area below.
- Stolen – Provide the Police agency to whom the theft was reported along with the Report Number in the area below and attach a copy of the police report.
- Otherwise unaccounted for – Provide an explanation in the area below of the circumstances which led to the badge being unaccounted for.

Additional information as required above (attach separate pages as necessary):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Applicant Signature

Date

I, the undersigned Certification Official, hereby acknowledge that the above badge is unaccounted due to the reason indicated. I further certify that the individual ( ) does / ( ) does not have a valid need to have their badge reissued.

I request that the Pass & ID ( ) approve / ( ) deny reissuance of the badge for my company.

Certification Official Signature

Date

Certification Official Printed Name

Badge #: \_\_\_\_\_ Mag Stripe #: \_\_\_\_\_

( ) First Replacement ( ) Second Replacement ( ) Third Replacement or Unusual circumstances – ASC approval required

Pass & ID Tech Name: \_\_\_\_\_ Date: \_\_\_\_\_

ASC (or designee) Determination ( ) Approved ( ) Denied

ASC (or designee) Signature: \_\_\_\_\_ Date: \_\_\_\_\_

FOR AGENT CASHIER USE:

( ) CASH ( ) CHECK → ( ) COMPANY OR ( ) PERSONAL ( ) FEE WAIVED – REQUIRES ASC/DESIGNEE APPROVAL

( ) MONEY ORDER ( ) CREDIT CARD → ( ) COMPANY OR ( ) PERSONAL RECEIPT # \_\_\_\_\_

## **CURRENT ORDERS AND INSTRUCTIONS**

May be obtained

In person at the Pass and ID office

or

By visiting the following websites

<http://www.mwaa.com/business/reagan-pass-id-office>

or

<http://www.mwaa.com/business/dulles-pass-id-office>