

AIRPORT IDENTIFICATION AND/OR GATE ACCESS CARD APPLICATION

CITY OF NAPLES AIRPORT AUTHORITY
(For Airport Use Only)

Applicant Name: _____
Last name First name Middle name

	DATE	BY
Application Received	_____	_____
Fingerprints Submitted	_____	_____
	STA FPRC	
TSA / FBI Response	_____	_____
Verified Documents/ID's	_____	_____
SIDA Training	_____	_____
Certification 49 CFR 1542.209	_____	_____
Badge Issued:	_____	_____
Badge Returned:	_____	_____
CHRC Destruction Date:	_____	_____

TO BE COMPLETED BY SUPERVISOR

Driver Access Required:	Movement Area	_____
	Non-Movement Area	_____
Escort Access Required:	Yes	_____
	No escort privilege	_____
Airfield Access Required:	All Airport (<u>green</u>)	_____
	SA/SIDA Only (<u>blue</u>)	_____
	GA Area (<u>red</u>)	_____
	GA Area (<u>red</u>) – Gate Access	_____

AIRPORT IDENTIFICATION AND/OR GATE ACCESS CARD APPLICATION

Attachment A

NOTE: This Privacy Act Notice should not be marked as Sensitive Security Information when issued to an individual.

Privacy Act Notice

Authority: 49 U.S.C. §114, 44936 authorizes the collection of this information.

Purpose: DHS will use the biographical information to conduct a security threat assessment and will forward any fingerprint information to the Federal Bureau of Investigation to conduct a criminal history records check of individuals who are applying for, or who hold, an airport issued identification media or who are applying to become a Trusted Agent of the airport operator. DHS will also transmit the fingerprints for enrollment into the US-VISIT's Automated Biometrics Identification System (IDENT). If you provide your Social Security Number (SSN), DHS may provide your name and SSN to the Social Security Administration (SSA) to compare that information against SSA's records to ensure the validity of your name and SSN.

Routine Uses: The information may be shared 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 Transportation Security Threat Assessment System (T-STAS), DHS/TSA 002.

Disclosure: Furnishing this information (including your SSN) is voluntary; however, if you do not provide your SSN or any other information requested, DHS may be unable to complete your application for identification media.

AIRPORT IDENTIFICATION AND/OR GATE ACCESS CARD APPLICATION

Attachment B

NOTE: The List of Acceptable Documents should not be marked as Sensitive Security Information when issued to an individual.

List of Acceptable Documents

OR

AND

**Documents that Establish Both
Identity and Employment
Eligibility**

1. U.S. Passport (unexpired or expired)
2. Certificate of U.S. Citizenship (USCIS Form N-560 or N-561)
3. Certificate of Naturalization (USCIS Form N-550 or N-570)
4. Unexpired foreign passport, with I-551 stamp or attached Form I-94 indicating unexpired employment authorization
5. Permanent Resident Card or Alien Registration Receipt Card with photograph (USCIS Form I-151 or I-551)
6. Unexpired Temporary Resident Card (USCIS Form I-688)
7. Unexpired Employment Authorization Card (USCIS Form I-688A)
8. Unexpired Reentry Permit (USCIS Form I-327)
9. Unexpired Refugee Travel Document (USCIS Form I-571)
10. Unexpired Employment Authorization Document issued by USCIS that contains a photograph (USCIS Form I-688B)

**Documents that Establish
Identity
(UNEXPIRED)**

1. Driver's license or ID card issued by a State or outlying possession of the United States provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address
 2. ID card issued by Federal, State, or local government agency or entity provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address
 3. School ID card with a photograph
 4. Voter's registration card
 5. U.S. Military card or draft record
 6. Military dependent's ID card
 7. U.S. Coast Guard Merchant Marine Card
 8. Native American tribal document
 9. Driver's license issued by a Canadian government authority
- For persons under the age of 18 who are unable to present a document listed above**
1. School record or report card
 2. Clinic, doctor, or hospital record
 3. Day-care or nursery school record

**Documents that Establish
Employment Eligibility**

1. Social Security card issued by the Social Security Administration (other than a card stating it is not valid for employment)
2. Certification of Birth Abroad Issued by the Department of State (Form FS-545 or Form DS-1350)
3. Original or certified copy of a birth certificate issued by a State, county, municipal authority, or outlying possession of the United States bearing an official seal
4. Native American tribal document
5. U.S. Citizen ID Card (USCIS Form I-197)
6. ID Card for use of Resident Citizen in the United States (USCIS Form I-179)
7. Unexpired employment authorization document issued by USCIS (other than those listed under List A)

AIRPORT IDENTIFICATION AND/OR GATE ACCESS CARD APPLICATION

NAPLES MUNICIPAL AIRPORT SECURITY IDENTIFICATION APPLICATION INFORMATION / PROCEDURES

1. This application must be typed, or clearly printed in ink, and all areas filled out completely, before it can be processed.
2. Any falsification of the information supplied within this application shall result in denial / revocation of the APF Airport Identification Badge.
3. Should you have any questions concerning the application, or the TSA/FBI Criminal Background Check, your point of contact is the Airport Security Coordinator, Ryan Frost Director of Operations. The alternate Airport Security Coordinator is Raul Estrada. Call 239-643-3773 to contact the Airport Security Coordinators.
4. When returning the application for processing, you must bring two forms of identification. At least one of the two forms of identification must have been issued by a government authority and at least one must include a photo. A list of Acceptable Documents is attached to this application.
5. Under Federal Regulation 49 CFR 1542.209 (e) (iii), you are required to disclose to the Naples Airport Authority, within 24 hours, a conviction of any of the disqualifying criminal offenses, listed on page 2 of this application.
6. The issuance of this APF Airport Identification Badge limits your access to only those areas necessary for your employment, and any breach of security measures will result in the revocation of your APF Airport Identification Badge.
7. You may not work in any restricted areas, whether escorted or not, until a Security Threat Assessment has been completed by the TSA and an Airport Identification ID has been issued.
8. By your signature below, you certify:
 - a. That you have been provided with the list of disqualifying crimes in 49 CFR Part 1542.209 and have not been convicted of a felony of any of the disqualifying crimes listed in 49 CFR Parts 1542.209 US Code of Federal Regulations within the last 10 years.
 - b. That you authorize the City of Naples Airport Authority or your present employer to perform an employment history verification and that you authorize all of your former employers (up to ten years preceding the date below) and any other person or agency to furnish to your present employer and Naples Airport Authority, or its contracted agent, written and oral information pertaining to your service record, character and reason for leaving former employment.
 - c. That you release such former employers, persons or agencies, and the Naples Airport Authority, from any and all liability, which may be alleged to arise from the furnishing of such background information.
 - d. That you have been notified that you subject to a fingerprint-based criminal history records check in accordance with Part 1542.209, and may be subject to multiple submissions or re-submissions of same
 - e. You will take all reasonable and prudent steps to prevent my APF Airport Identification Badge from becoming lost or stolen and that you will immediately notify the Airport Security Coordinator if you lose possession of your APF Airport Identification Badge, so that steps can be taken for replacing said badge. You agree to return your APF Airport Identification Badge to your employer immediately upon completion of your employment with that employer. The APF Airport Identification Badge is the sole property of the Naples Airport Authority.

AIRPORT IDENTIFICATION AND/OR GATE ACCESS CARD APPLICATION

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 a knowing and willful false statement can be punishable by fine or imprisonment or both (See Section 1001 of Title 18 of the United States Code).

I authorize the Social Security Administration to release my Social Security Number and full name to the Transportation Threat Assessment and Credentialing (TTAC), Attention: Aviation Programs (TSA-19)/Aviation Worker Program, 601 South 12th Street, Arlington, VA 22202.

I am the individual to whom the information applies and want this information released to verify that my SSN is correct. I know that if I make any representation that I know is false to obtain information from Social Security Records, I could be punished by fine or imprisonment or both.

FULL NAME OF APPLICANT (printed): _____

APPLICANTS SIGNATURE: _____ **DATE:** _____

SSN _____ **DATE OF BIRTH:** _____

HAVE YOU EVER BEEN CONVICTED OF ANY OF THE BELOW LISTED OFFENSES?

Yes or No _____ (If yes, please circle the appropriate number or numbers or if no, sign below).

(1) Forgery of certificates, false marking of aircraft, and other aircraft registration violation.	(19) Unlawful possession, use, sale, distribution, or manufacture of an explosive or weapon.
(2) Interference with air navigation.	(20) Rape or aggravated sexual abuse.
(3) Improper transportation of a hazardous material.	(21) Extortion.
(4) Aircraft piracy.	(22) Armed or felony unarmed robbery.
(5) Interference with flight crew members or flight attendants.	(23) Distribution of, or intent to distribute, a controlled substance.
(6) Commission of certain crimes aboard aircraft in Flight.	(24) Felony arson.
(7) Carrying a weapon or explosive aboard aircraft.	(25) Felony involving a threat.
(8) Conveying false information and threats.	(26) Felony involving willful destruction of property.
(9) Aircraft piracy outside the special aircraft jurisdiction of the United States.	(27) Felony involving the importation or manufacture of a controlled substance.
(10) Lighting violations involving transporting controlled substances.	(28) Felony involving burglary.
(11) Unlawful entry into an aircraft or airport area that serves air carriers or foreign air carriers contrary to established security requirements.	(29) Felony involving illegal possession of a controlled substance punishable by a maximum term of imprisonment of more than 1 year.
(12) Destruction of an aircraft or aircraft facility.	(30) Felony involving theft.
(13) Murder.	(31) Felony involving dishonesty, fraud or misrepresentation.
(14) Assault with intent to murder.	(32) Felony involving possession or distribution of stolen property.
(15) Espionage.	(33) Felony involving aggravated assault.
(16) Sedition.	(34) Felony involving bribery.
(17) Kidnapping or hostage taking.	(35) Violence at international airports.
(18) Treason.	(36) Conspiracy or attempt to commit any of the criminal acts listed in this paragraph.

APPLICANTS SIGNATURE: _____

AIRPORT IDENTIFICATION AND/OR GATE ACCESS CARD APPLICATION

BADGE #	
EXP. DATE	10/31/11
PROX #	

NAPLES AIRPORT AUTHORITY

**APPLICATION FOR:
SECURE AREA/SIDA BADGE
AIRPORT ID AND/OR GATE ACCESS CARD**

LAST NAME _____ **FIRST NAME** _____ **MIDDLE NAME** _____

LEASEHOLDER NAME (IF NOT APPLICANT) _____

HOME ADDRESS (Street- NO P. O. Box) _____ **CITY** _____ **STATE** _____ **ZIP CODE** _____

SEASONAL ADDRESS (Street- NO P. O. Box) _____ **CITY** _____ **STATE** _____ **ZIP CODE** _____

() _____ **()** _____ **()** _____ **EMAIL ADDRESS** _____
HOME PHONE **SEASONAL PHONE** **CELL PHONE**

HEIGHT (IN) _____ **WEIGHT (LB)** _____ **M / F** _____ **EYES** _____ **HAIR** _____ **RACE** _____
GENDER

BIRTHDATE (MMDDYYYY) _____ **PLACE OF BIRTH (State/Country)** _____ **DRIVER'S LICENSE #** _____ **EXP. DATE** _____ **STATE** _____

EMPLOYER _____ **() -** _____
EMPLOYER PHONE NUMBER

ARE YOU A US CITIZEN? **YES** **NO (*)** _____ **COUNTRY OF BIRTH** _____ **CODE** _____
 (Please circle one)

* **ALIEN REGISTRATION NUMBER (If applicable)** _____

* **NON-IMMIGRANT VISA NUMBER (If applicable)** _____

PASSPORT NUMBER _____ **Country** _____

SSN (9 DIGITS - NO DASTHES - VOLUNTARY) _____

This information is voluntary and may expedite the adjudication process for applicants who are U.S. Citizens born abroad.

CLOSEST RELATIVE NOT LIVING WITH YOU (ADDRESS AND PHONE NUMBER) _____ **() -** _____

APPLICANT SIGNATURE: _____

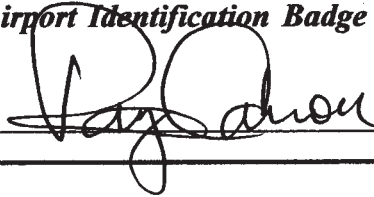
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*** MUST WEAR ID ABOVE WAIST ON OUTER MOST GARMENT WHILE INSIDE PERIMETER OF AIRPORT***

The following to be filled out by the Authorized Signer (employer representative):

- The Supervisor / Manager, upon receiving notification from one of their employees that an APF Airport Identification Badge has been lost or stolen, shall immediately report the loss to the Naples Airport Authority Security Coordinator.
- I acknowledge the responsibility of the employer I represent to ensure that this badgeholder completely understands his/her responsibilities under our Airport Security Program and that he/she will receive training on the safety and security obligations of badgeholders as defined by our Airport's Security Program and Federal Aviation Regulations.
- I acknowledge responsibility for any fines levied against the Naples Municipal Airport, which result from the failure of this badgeholder to adhere to the requirements of our Airport Security Program.
- I certify that this badgeholder has a continuous employment requirement to access restricted areas of the airport and that I will ensure that Naples Airport Authority is immediately notified if and when this access requirement is no longer valid. *(I understand that it is the responsibility of the employer to retrieve the APF Airport Identification Badge upon completion of employment by badgeholder.)*

Employer Delegated Authorized Signature: _____



Date: 25 NOV 09

AIRPORT IDENTIFICATION AND/OR GATE ACCESS CARD APPLICATION

Airport Gate Access Information & FAR 139.329 Training

Read & Initial - All Tenants with Gate Access Cards

Part B

I understand that vehicle operations must be controlled on the airport and that Airport Gate Access Cards cannot be passed between individuals for any reason. If a card is found to have been transferred to another individual, that card will be removed from the gate system and the tenant and/or cardholder may lose their airport driving privileges.

Cardholders are not permitted to operate their vehicles on the main ramp area (in front of the General Aviation Terminal between the Airport Office Building and the shade hangars just south of London Aviation.).

Cardholders may gain entry only at the gate(s) that their access card is programmed for. Entry to the East Ramp Area may be gained at Gate 4E (Radio Rd.). Entry to the South Ramp Area should be made via gate 14E (Executive Hangar). London Aviation sub-tenants shall enter via Gate 10E (Gate between the London Aviation and Naples Air Center Maintenance).

When vehicles are sold or disposed of, window stickers/placards must be removed and returned. I have read and understand the above information and accept all responsibility for my vehicular operations on the aprons and ramps of the airport.

Airport Gate Access Information & FAR 139.329 Training

Read & Initial - Tenants with Capital Leaseholds

Part C

I understand that vehicle operations must be controlled on the airport and that anyone who is able to gain access to the aircraft movement areas via the Capital Leasehold listed shall be my responsibility, unless they have completed this Driver Training Program.

I understand that internal company safety precautions must be in place in order to prevent a vehicle from inadvertently entering the aircraft movement area, and that if a vehicle does enter the movement area I am personally responsible for their actions and penalties, which could include loss of privileges, fines and or closure of the access point.

Capital Leasehold Tenants are responsible for all Gate Codes within their leaseholds and understand that these codes should not be passed between individuals for any reason. If a code is found to have been transferred to another individual, that code should be removed from the system.

Vehicles on the leaseholders' ramp must remain within 20 feet of the building or be parked within the hangar.