

MSP AIRPORT SECURITY BADGE APPLICATION

New
 Renewal
 Add/Remove Company
 Other: _____
 Name Change: Previous Name: _____

Applicant ID# _____ (office use only)

REVISED FEBRUARY 2017

- **Yellow** sections to be completed by applicant
- **Orange** sections to be completed by Authorized Signer

With this form - One must be a photo ID
 needed to determine if you have any convictions or pending charges
 or pending charges. Providing this information is voluntary; however, failure
 to provide this information may result in denial of application. If you have
 been convicted of a crime, you may be able to receive or retain a MSP
 badge. Intelligence agencies including the Minnesota Bureau of Criminal
 Justice may conduct background checks. This data may also be shared by court order.

APPLICANT INFORMATION				PLEASE PRINT LEGIBLY (illegible apps can be turned away)			
LAST NAME		FIRST NAME		MIDDLE NAME			
HOME ADDRESS		APT #	CITY	STATE	ZIP CODE		
HOME PHONE NUMBER		WORK PHONE NUMBER		CELL PHONE NUMBER			
Area Code () -		Area Code () -		Area Code () -			
SOCIAL SECURITY NUMBER		BIRTHDATE (MM/DD/YYYY)		ARE YOU A US CITIZEN			
				YES <input type="radio"/> NO <input type="radio"/>			
APPLICANT EMAIL ADDRESS: _____							

OTHER NAMES USED (Maiden, Previous Married Name, Aliases, etc.) please list below

	ALIAS LAST	ALIAS FIRST	ALIAS MIDDLE
1			
2			
3			

SEX	HEIGHT	WEIGHT	EYE COLOR
Male <input type="checkbox"/> Female <input type="checkbox"/>	FEET INCHES	POUNDS	<input type="checkbox"/> Black <input type="checkbox"/> Blue <input type="checkbox"/> Brown <input type="checkbox"/> Gray <input type="checkbox"/> Green <input type="checkbox"/> Hazel
HAIR COLOR		RACE	
<input type="checkbox"/> Black <input type="checkbox"/> Blonde <input type="checkbox"/> Brown <input type="checkbox"/> Gray <input type="checkbox"/> None		<input type="checkbox"/> American Indian <input type="checkbox"/> Asian <input type="checkbox"/> Black <input type="checkbox"/> White or Hispanic	
<input type="checkbox"/> Red <input type="checkbox"/> Sandy <input type="checkbox"/> White			

U.S. CITIZENS, COMPLETE THIS SECTION	NON- U.S. CITIZENS, COMPLETE THIS SECTION
U.S. CITY OF BIRTH: _____	COUNTRY OF BIRTH: _____
U.S. STATE OF BIRTH: _____	COUNTRY OF CITIZENSHIP: _____
If you are a U.S. CITIZEN BORN ABROAD, you must also provide one (1) of the following documents: <input type="checkbox"/> Certificate of Naturalization with social security card <input type="checkbox"/> Certificate of Citizenship with social security card <input type="checkbox"/> U. S. Passport <input type="checkbox"/> Certificate of Birth Abroad issued by Dept. of State	If you are NOT A U.S. CITIZEN, check appropriate box: <input type="checkbox"/> Permanent Resident Alien (Green Card Holder) <input type="checkbox"/> Registered Alien authorized to work until ____/____/____ <input type="checkbox"/> Non-Immigrant VISA # _____
COUNTRY OF BIRTH: _____	ENTER ALL 9 DIGITS OF ALIEN REGISTRATION # (if applicable)
	A _____

COMPANY NAME _____	DOES EMPLOYEE HAVE AN ACTIVE MSP SECURITY BADGE? <input type="checkbox"/> YES, WITH WHAT COMPANY? _____
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Authorized Signer's Signature: _____ Sign in **BLUE** ink only Date: _____ Date in **BLUE** ink only

**Additional Applicant Agreements, Badge Holder Responsibilities,
Privacy Act Notice & SSI Certification – Effective July 27, 2015**

Applicant – Please Read Carefully. Initial & Sign Where Indicated.

I understand that every two years, my fingerprints will be taken and resubmitted to the FBI for new fingerprint-based criminal history records check (CHRC). Further I understand that upon badge application and renewal, the Airport Police Department is authorized to conduct a computerized criminal history check. I understand that the results of the fingerprints or computerized criminal history check could result in denial/revocation of my badge if either check reveals any disqualifying crime convictions under 49 CFR 1542.209(g)(2), crimes occurring on MSP Airport property or any pending court cases for a disqualifying crime (MAC Ordinance No. 117, section 3.8 g).

Applicant's initials _____

I acknowledge that I have read, understand and freely provide the information required on this application. I shall not provide false information or false documentation in an attempt to obtain a MAC-issued identification badge. I understand the consequences of providing incomplete, inaccurate or false information. **The information that 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 punished by fine or imprisonment or both.** (See Section 1001 of Title 18 of the United States Code and MAC Ordinance No. 117.)

Applicant's initials _____

Badge Holder Responsibilities

I understand that my badge is the property of the Metropolitan Airports Commission (MAC) and must be surrendered upon demand, expiration, suspension or termination of contract or employment. **I understand that I must notify the Badging Office within twenty-four (24) hours of a conviction of a Disqualifying Crime.** I understand that I must not allow anyone else to use my security badge. I will not use my badge to bypass screening before boarding a plane for business or pleasure. I will not alter my badge in any manner. I will not allow anyone to 'piggyback' behind me through a card access door. I will not leave my badge and/or airport-issued keys in an unattended vehicle.

I will use my badge only in the performance of my official job duties. I will immediately report any security violations to the Airport Police Department. I will wear my badge on my outermost garment, prominently displayed above the waist, when in the Secured SIDA or AOA SIDA areas. I will challenge and report any individual who is not displaying an ID badge inside the Secured SIDA and AOA SIDA areas. I will assure proper security and securing of all doors and gates. I will obey all lawful orders and directions from the Airport Police issued in the furtherance of the Airport program, TSA regulations or the Airport's security ordinance.

I will contact the Badging Office IMMEDIATELY if my badge is lost or stolen and understand that I will need to pay the applicable badge fee and attend required training. I will notify the Badging Office of any name changes or address changes within 10 days. I will bring citizenship documentation to the Badging Office if/when I become a U.S. citizen. I understand that any keys I have been issued must be returned to MAC Facilities immediately upon termination. I understand that all persons, vehicles and belongings entering an Airport Security Area are subject to inspection by designated MAC employees or TSA officials.

I have read and understand the above agreement and responsibilities and will abide by all airport rules and regulations. If I fail to comply with any of them, it may result in suspension or revocation of my badge or possible prosecution under federal, state and local laws.

APPLICANT'S SIGNATURE _____

DATE _____

PRIVACY ACT NOTICE - REVISED 6-26-15 AND SOCIAL SECURITY CERTIFICATION - READ AND SIGN

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 44939, and 46105; the Implementing Recommendations of the 9/11 Commission Act of 2007, § 1520 (121 Stat. 444, Public Law 110-52, August 3, 2007); and Executive Order 9397, as amended.

Purpose: The Department of Homeland Security (DHS) will use the biographical information to conduct a security threat assessment. Your fingerprints and associated information will be provided to the Federal Bureau of Investigation (FBI) for the purpose of comparing your fingerprints to other fingerprints in the FBI's Next Generation Identification (NGI) system or its successor systems including civil, criminal and latent fingerprint repositories. The FBI may retain your fingerprints and associated information in the 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 the NGI. DHS will also transmit the fingerprints for enrollment into the US-VISIT 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 records to ensure the validity of the information.

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 or 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/biometrics 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 Routine Uses for the NGI system and FBI's Blanket Routine Uses.

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 a security threat assessment.

Social Security Certification: I authorize the Social Security Administration to release my Social Security Number and full name to the Transportation Security Administration, Office of Transportation Threat Assessment and Credentialing (TTAC), Attention: Aviation Programs (TSA-10)/Aviation Worker Program, 601 South 12th Street, Arlington, VA 20598. 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.

Applicant's Signature _____

Date of Birth _____ / _____ / _____

SSN # _____ - _____ - _____

PRINT Full Name (Last) _____

(First) _____

(Middle) _____

TSA & MAC Security Ordinance DISQUALIFYING CRIMES Questionnaires and Applicant Certification

Before you can be granted unescorted rights to the Security Identification Display Area (SIDA) or Sterile Area, you must provide one set of legible fingerprints, which are sent to the Federal Bureau of Investigation (FBI) for a criminal history records check (CHRC). You are not compelled to provide fingerprints. If you chose not to provide fingerprints, we cannot issue a badge to you. Please complete the questionnaires below.

TSA CRIMINAL HISTORY QUESTIONNAIRE – 49 CFR 1542.209

Have you ever been convicted (under Federal Law "deferred adjudication" or similar outcome is considered a conviction), entered a plea of *nolo contendere* or been found not guilty by reason of insanity, of any of the crimes listed below in the last 10 years? Please check the appropriate box by each crime description. If you answered 'YES' to any of the crimes, do not proceed with fingerprinting. Consult with your authorized signer.

List of Crimes	YES	NO	List of Crimes	YES	NO
Forgery of certificates, false marking of aircraft, and other aircraft registration violation (49 U.S.C. 46306)			Unlawful possession, use, sale, distribution, or manufacture of an explosive or weapon.		
Interference with air navigation (49 U.S.C. 46308)			Extortion		
Improper transportation of a hazardous material (49 U.S.C. 46312)			Armed or felony unarmed robbery		
Aircraft piracy (49 U.S.C. 46502)			Distribution of, or intent to distribute, a controlled substance		
Interference with flight crew members or flight attendants (49 U.S.C. 46504)			Felony arson		
Commission of certain crimes aboard aircraft in flight (49 U.S.C. 46506)			Felony involving a threat		
Carrying a weapon or explosive aboard aircraft (49 U.S.C. 46505)			Felony involving:	YES	NO
Conveying false information and threats (49 U.S.C. 46507)			• Willful destruction of property		
Aircraft piracy outside the special aircraft jurisdiction of the United States (49 U.S.C. 46502(b))			• Importation or manufacture of a controlled substance		
Lighting violations involving transporting controlled substances (49 U.S.C. 46315)			• Burglary		
Unlawful entry into an aircraft or airport area that serves air carriers or foreign air carriers contrary to established security requirements (49 U.S.C. 46314)			• Theft		
Destruction of an aircraft or aircraft facility (18 U.S.C. 32)			• Dishonesty, fraud or misrepresentation		
Murder			• Possession or distribution of stolen property		
Assault with intent to murder			• Aggravated Assault		
Espionage			• Bribery, or		
Sedition			• Illegal possession of a controlled substance punishable by a maximum term of imprisonment of more than one (1) year		
Kidnapping or hostage taking			Violence at international airports (18 U.S.C. 37)		
Treason			Conspiracy or attempt to commit any of the aforementioned criminal acts		
Rape or aggravated sexual abuse					

MAC SECURITY ORDINANCE 117 QUESTIONNAIRE

Do you have pending or unresolved judicial (court) proceedings for any of the disqualifying crimes?

YES NO MAC Ord. 117, 3.8 e. Any Person applying for a MAC-Issued ID Badge who is charged with a Disqualifying Crime and awaiting a final judicial disposition will be denied issuance of a MAC-Issued ID Badge until a final judicial disposition is made. If you have any outstanding warrants, your badge will not be issued until the warrant is handled (within 30 days).

Have you been released from prison within the last 12 months for any of the disqualifying crimes?

YES NO MAC Ordinance 117, 3.8 b. Persons with a conviction of a Disqualifying Crime shall be ineligible to apply for a MAC-Issued ID Badge for at least 12 months from the date of release from imprisonment for a Disqualifying Crime.

Have you been arrested and convicted of a non-disqualifying crime committed on MSP Airport property?

YES NO MAC Ord. 117, 3.8 d. The Airport Security Coordinator or designee may deny issuance of a MAC-Issued ID Badge based on an applicant's conviction for a non-disqualifying if the offense occurred on MSP Airport property and the offense interfered with or threatened the property, safety, comfort efficiency or security of passengers, employees, tenants or Airport operations. Maximum period of denial under this provision shall be (1) for a misdemeanor conviction, one year from the conviction date; (2) for a gross misdemeanor conviction, three years from conviction date; or, (3) for a felony conviction, ten years from conviction date.

APPLICANT CERTIFICATION

By signing below, I am certifying that, within the past 10 years, I have not been convicted or found not guilty by reason of insanity of any of the TSA disqualifying crimes listed above, nor am I awaiting judicial (court) proceedings, nor have I answered 'Yes' to any of the questions on the MAC Security Ordinance 117 questionnaire. I am also certifying the information provided above 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.) NOTE: Federal regulations under 49 CFR 1542-209(f) imposes a continuing obligation for badge holders to notify the Airport Security Coordinator within 24 hours of any conviction of any disqualifying crime or any pending judicial proceedings. Badge must be surrendered upon demand.

If the criminal history check reveals a conviction of one or more of the disqualifying crimes in the past 10 years, you will not be granted approval and you will be notified of your appeal rights at that time. In the event the TSA determines that you do not meet the STA eligibility requirements, you will be contacted by the TSA and given the basis for the determination and information on how you may appeal the determination. If there is any discrepancy or incorrect information contained in your criminal history record, you have 30-days to notify the MSP Airport Security Coordinator in writing of your intent to have the record corrected. You must then notify the Airport Security Coordinator when the record has been corrected so that a new investigation can be submitted. In order to correct your record, you must contact the law enforcement agency that provided the information. You may receive a copy of your criminal history record by sending a request in writing to: Security Coordinator, Airport Police, LT-3255, MSP Int'l Airport, St. Paul, MN 55111.

Print FULL NAME Applicant's Signature Date

AUTHORIZED SIGNER SECTION – COMPANY TO FILL OUT AFTER PAGES 1-3 ARE COMPLETED

COMPANY NAME: _____

APPLICANTS JOB TITLE: _____

PRIMARY SECONDARY

EMPLOYEE BADGE TYPE: CHECKPOINT (GREEN) NON SIDA (BLUE) AOA (RED) SIDA (YELLOW)
 AIRPORT WATCH (WHITE)

KEEP CURRENT ACCESS (for renewals only)
 ADD ACCESS CODES: _____

DOES THIS EMPLOYEE HAVE A CURRENT MSP BADGE:

Yes, with _____
 No

ADDITIONAL DESIGNATIONS:

ESCORTING: YES or NO

SIGNER'S SIGNATURE: Sign only if Escorting for your company

CUSTOMS SEAL: YES or NO

SIGNER'S SIGNATURE: Sign only if accessing FIS for uour company

AIRLINE SIGNERS ONLY:

STA AND LIVE SCAN FINGERPRINTING
 LIVE SCAN ONLY
 STA ONLY
 UID # _____

SIGNER NAME: PRINT LEGIBLY (NAME AND SIGNATURE MUST BE ON FILE)

Best Contact Phone: () - _____

SIGNER EMAIL ADDRESS: _____

AUTHORIZED SIGNATURE:

X _____ Sign in **BLUE** ink only DATE: _____ Date in **BLUE** ink only

Use **BLUE** ink only-no other colors will be accepted Valid only 30 DAYS from this date

My signature certifies that I have reviewed this application and two (2) forms of Identification.

This individual, (last name) Applicant's Last Name (first name) Applicant's First Name is an employee and is eligible to apply for a badge. For renewals: I affirm that the applicant has been continuously employed by our company since the issuance of current badge and I have thoroughly reviewed two government-issued IDs. Under oath, I affirm that the above information is true and correct to the best of my knowledge. I further affirm that I have not made any false statements or representations concerning the above information. I understand that I can be prosecuted under federal and/or state law for providing any false information or representation.

Needs Interpreter Student w/ School ID LEO/GOVT

Fee paid by:
 Individual Employer MAC

MAC DEPT: MAC employees only

DELTA DEPT: _____

DELTA EMP #: _____

BADGING OFFICE USE ONLY

ID DOCUMENTS REVIEWED BY:

DATA ENTRY COMPLETED BY:

DATE:

APPLICANT Signature (must be witnessed by Trusted Agent)

PIN #

FP Fee _____ Trans ID _____

X

Badge Fee: _____ Trans ID _____

PRIOR BADGE? YES NO

Badge Number: _____

NEEDS SIDA CLASS? YES NO

Processed By: _____ Date: _____

Fingerprinting:

NOTES: (OFFICE USE ONLY)

Fingerprinting Officer: _____ Date: _____

New/Live Scan Recurrent

VERIFIED UID # CROSSMATCH STATION: #1 #2

SSN of Applicant: _____