

MSP AIRPORT SECURITY BADGE APPLICATION

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

Applicant ID# _____ (office use only)

REVISED APRIL 2025

Two (2) IDs from the 'MSP Airport Badge Identification Requirements' list must be presented with this form - One must be a photo ID

The requested information and your fingerprints are being collected to determine your ability to obtain and have a MAC-Issued Identification Badge (MSP Security Badge or Badge) for work at the MSP Airport. The information will be used to determine if you have any convictions or pending charges for a crime which will disqualify you under 49 CFR §1542.209 or MAC Ordinance No. 117; or, if you pose a security risk to aviation transportation. Providing this information is voluntary. However, failure to provide requested information may delay or prevent the issuance or retention of a MSP Security Badge. In providing all requested information and fingerprints, you may be able to receive or have a MSP Security Badge. Under federal and state laws, this information will be shared with various law enforcement and intelligence agencies including the Minnesota Bureau of Criminal Apprehension, FBI, Dept. of Homeland Security and a third-party processor for performing criminal record and intelligence database reviews. This data will also be available to your employer, their designees and as permitted by law.

APPLICANT INFORMATION

PLEASE PRINT LEGIBLY (illegible apps will be denied)

LAST NAME				FIRST NAME				MIDDLE NAME					
HOME ADDRESS				APT #		CITY		STATE		ZIP CODE			
HOME PHONE NUMBER				WORK PHONE NUMBER				CELL PHONE NUMBER					
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

1	ALIAS LAST	ALIAS FIRST	ALIAS MIDDLE
2	ALIAS LAST	ALIAS FIRST	ALIAS MIDDLE
3	ALIAS LAST	ALIAS FIRST	ALIAS MIDDLE

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"/> Red <input type="checkbox"/> Sandy <input type="checkbox"/> White <input type="checkbox"/> None			<input type="checkbox"/> American Indian <input type="checkbox"/> Asian <input type="checkbox"/> Black <input type="checkbox"/> White or Hispanic

U.S. CITIZENS, COMPLETE THIS SECTION

U.S. CITY OF BIRTH: _____

U.S. STATE OF BIRTH: _____

If you are a **U.S. CITIZEN BORN ABROAD**, you must also provide one (1) of the following documents:

Certificate of Naturalization with social security card
 Certificate of Citizenship with social security card
 U.S. Passport
 Certificate of Birth Abroad issued by Dept. of State

COUNTRY OF BIRTH: _____

NON- U.S. CITIZENS, COMPLETE THIS SECTION

COUNTRY OF BIRTH: _____

COUNTRY OF CITIZENSHIP: _____

If you are **NOT A U.S. CITIZEN**, check appropriate box:

Permanent Resident Alien (Green Card Holder)
 Registered Alien authorized to work until ___/___/___
 Non-Immigrant VISA # _____

ENTER ALL 9 DIGITS OF ALIEN REGISTRATION # (if applicable)

A _____

COMPANY NAME _____ **DOES EMPLOYEE HAVE AN ACTIVE MSP SECURITY BADGE?**

YES, WITH WHAT COMPANY? _____

Authorized Signer's Signature: _____ **Date:** _____

**Additional Applicant Agreements, Badge Holder Responsibilities,
Privacy Act Notice & SSN Certification – Effective April 22, 2021**

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

I understand and authorize my fingerprints to be taken and submitted to the FBI for fingerprint-based criminal history records checks (Background Checks). I understand that the FBI will retain my fingerprints. I authorize the FBI and the Airport Police Department to enter my fingerprints into FBI programs that continually analyze my fingerprints for matches to disqualifying crimes under 49 CFR §1542.209. In addition, I authorize the Airport Security Coordinator through the Airport Police Department to conduct a computerized criminal history record check upon my application or renewal for a MSP Security Badge. I understand that the results of the fingerprint or computerized criminal history check could result in a denial/revocation of my MSP Security Badge if either check reveals any disqualifying criminal convictions under 49 CFR 1542.209, criminal convictions occurring on MSP Airport property, or pending court cases for a disqualifying criminal conviction.

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 MSP Security 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 MSP Security Badge. 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 MSP Security Badge and/or airport-issued keys in an unattended vehicle.

I will use my MSP Security 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 MSP Security 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 a MSP Issued Security 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 MSP Security 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.

SCREENING NOTICE: Any employee holding a credential granting access to a Security Identification Area, to include Secured Identification Display Areas and Sterile Areas, may be screened at any time while gaining access to, working in, or leaving a Security Identification Area. I understand that all persons, vehicles and belongings entering an Airport Security Area are subject to inspection by designated MAC employees or TSA officials.

USING YOUR MSP SECURITY BADGE TO BYPASS A TSA SCREENING CHECKPOINT TO CATCH A FLIGHT IS A VIOLATION - Everyone MUST go through a TSA passenger screening lane (NOT EMPLOYEE LANE) to board a flight with any accessible property they intend to carry onboard the aircraft AND must remain in the sterile area

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 MSP Security Badge or possible prosecution under federal, state and local laws.

APPLICANT'S SIGNATURE X _____

DATE _____

Privacy Act Notice – Revised 2/10/2021 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 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.

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 may be unable to complete your 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, Enrollments Services and Vetting Programs, Attention: Vetting Programs (TSA-10)/Aviation Worker Program, 6595 Springfield Center Drive, Springfield, VA 20598-6010. I am the individual to whom the information applies and want this information released to verify that my SSN is correct. I know that if I make any representation that I know is false to obtain information from Social Security records, I could be punished by a fine or imprisonment or both.

Applicant's Signature X _____ **Date of Birth** _____ / _____ / _____

SSN # _____ - _____ - _____

Print FULL NAME _____

Authorized Signer's Signature: _____ **Date:** _____

By signing this page, I certify this page was completed in its entirety prior to me signing.

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 MSP Security Badge who is charged with a Disqualifying Crime and awaiting a final judicial disposition will be denied issuance of a MSP Security Badge until a final judicial disposition is made. If you have any outstanding warrants, your MSP Security 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 MSP Security 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 MSP Security Badge based on an applicant’s conviction for a non-disqualifying crime 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(l) 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. MSP Security 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’s Signature: _____ Date: _____

By signing this page, I certify this page was completed in its entirety prior to me signing.

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

COMPANY NAME: _____

APPLICANTS JOB TITLE: _____

PRIMARY COMPANY

SECONDARY COMPANY

EMPLOYEE BADGE TYPE: **NON SIDA (BLUE)**

AOA (RED)

SIDA (YELLOW)

KEEP CURRENT ACCESS (for renewals only)

DOES THIS EMPLOYEE HAVE A CURRENT MSP BADGE:

ADD ACCESS CODES: _____

Yes, with _____

No

ADDITIONAL DESIGNATIONS:

ESCORTING: YES or NO

SIGNER'S SIGNATURE _____

CUSTOMS SEAL: YES or NO

SIGNER'S SIGNATURE _____

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

Best Contact Phone: _____

SIGNER EMAIL ADDRESS: _____

I attest this individual, (last name) _____ (first name) _____ is an employee, eligible to apply for a badge, and has a need for unescorted access authority. **I have thoroughly reviewed two government-issued IDs.** For renewals: I affirm that the applicant has been continuously employed by our company since the issuance of current badge. 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.

AUTHORIZED SIGNATURE:

X _____ **DATE:** _____
 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.

Needs Interpreter

Student w/ School ID

LEO/GOVT

Fee paid by:

Individual **Employer** **MAC**

MAC DEPT: _____

DELTA DEPT: _____

DELTA EMP #: _____

Airport Operations Area (AOA) Completed by Authorized Signer

Does the Applicant require Airport Operations Area (AOA) Driving: (circle one) YES or NO

AOA Drivers License Type Required: (check one)

Ramp / Road (non-movement area driving only)

Ramp / Road + Runway

Ramp / Road + Pushback

Ramp / Road + Taxiway

Ramp / Road + Tow

Ramp / Road + Limited Tow – Military

Ramp / Road + Limited Tow – Infield Cargo

Ramp / Road + Limited Tow – T1

Ramp / Road + Limited Taxiway - Military

Ramp / Road + Limited Tow – T2

Applicant has a valid State Drivers License: (circle one) YES or NO

Employee Authorized Signer Name: _____ **Date:** _____

Employee Authorized Signer Email: _____

BADGING OFFICE USE ONLY

ID DOCUMENTS REVIEWED BY:	DATA ENTRY COMPLETED BY:	DATE:
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APPLICANT Signature (must be witnessed by Trusted Agent) X	PIN #	FP Fee _____ Trans ID _____
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PRIOR BADGE? <input type="checkbox"/> YES <input type="checkbox"/> NO	Badge Fee: _____ Trans ID _____
NEEDS SIDA CLASS? <input type="checkbox"/> YES <input type="checkbox"/> NO	Badge Number: _____
CFR FORM? <input type="checkbox"/> YES <input type="checkbox"/> NO	Processed By: _____ Date: _____
GREEN CARD OR EAD? <input type="checkbox"/> YES <input type="checkbox"/> NO EXPIRATION DATE: _____	
US CITIZEN A-NUMBER? <input type="checkbox"/> YES <input type="checkbox"/> NO A#: _____	

Fingerprinting Officer: _____ Date: _____	NOTES: (OFFICE USE ONLY)
RAPBACK ENROLLMENT: _____	
E-BADGE ENROLLMENT: _____	