

Cherry Capital Airport (TVC)

Airport ID Badges Information Sheet

The Airport Badging Office is responsible for the issuance of all airport identification badges to employees and/or tenants that access the airport. The Badging Office is located on the second floor of the Airline Terminal Building.

Airport Administration Hours:

Monday - Friday 8:00 a.m. - 5:00 p.m.

Airport Badging Office Hours:

Monday - Friday 8:00 a.m. - 12:00 p.m. & 12:30 p.m. - 4:00 p.m.

The Airport Office's will be closed in observance of all National Holidays.

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 Traverse City, MI 49686
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Individuals needing access inside the Air Operations Area (AOA) on a regular basis and/or those that require unescorted access **MUST** possess an airport photo ID badge.

SIDA Badge issuance is limited to those individuals who have cleared a TSA Security Threat Assessment (STA) and a FBI Criminal History Record Check (fingerprints required).

AOA Badge issuance is limited to those individuals who have cleared a TSA Security Threat Assessment (STA) only (no fingerprints required).

Airport Badging Training Sessions:

Badge training by appointment only: Tuesday - Friday By Appointment Only.

All applicant's need to present their application documents (listed below) and ID's prior to signing up for a training session. Once a new applicant's STA and CHRC (if needed) are returned and clear, they will be approved to sign up for a training session. Renewal applicants can sign up for training when all documents and ID's are presented.

Class Requirements: *(needed to be presented and cleared before signing up for a training session)* **NO EXCEPTIONS**

1 - The designated Authorized Signatory of the tenant is required to provide a Badge Application Record TVC **Badge Class Form**. This form certifies that the applicant is an employee of the particular tenant/company, requires unescorted access to the AOA or SIDA, and states whether the individual will need to have fingerprints and/or driving privileges.

2 - Identification: All badge applicants must present two (2) forms of ID or documentation when applying for or renewing an Airport ID Badge. One ID must have been issued by a Government Authority and one must include a photo.

First ID: Valid Driver's License, State ID, or Passport

Second ID: Passport, Social Security Card, or Birth Certificate with the raised seal.

NOTE: (Individuals who present a Birth Certificate must show other documentation if a name change has occurred since birth for ID's to match.)

