

Airport ID Badges Information Form

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. (June - August Friday's 8:00am - 12:00 p.m.)

Airport Badging Office Hours:

Monday - Friday 8:00 a.m. - 12:00 p.m. & 12:30 p.m. - 4:00 p.m. (June - August Friday's 8:00am - 12:00 p.m.)

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

Administration Phone:	(231) 947-2250, option 0	Mailing Address: Administrative Office
Lori Suhy (Alt. ASC):	(231) 947-2250, option 107	727 Fly Don't Drive
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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 - Thursday By Appointment Only.

New applicants 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 with all documents and ID's presented at class appointment.

Class Requirements: *(All paperwork is required to sign up or attend 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.)

3 - Badge Application Form #1

4 - Privacy Notice Form #2

5 - Badge Information Form #3 (THIS document)

6 - Fingerprint application #4 (if applying for a SIDA Badge)

Fingerprints are required for SIDA badge applicants (not AOA applicants) Appointments will be made ahead of time through the Badging Office with all required documents and approvals as stated above. This criminal history check verifies there have been no convictions or disqualifying crimes of any kind.

Non-US Citizens must present their passport and Alien Registration Card or their I-94 arrival/departure card.

US Citizens born abroad must present their passport, Certificate of Naturalization or Certification of Birth Abroad for DS-1350.

Badge Training: All badge applicants must be able to attend the appointment chosen, understand the airport's security rules, regulations and procedures and must have the ability to perform the responsibilities associated with unescorted access privileges. Training class participants must undergo a security video, answer and pass the test certifying their understanding of the information presented. Any individual who fails the test will be permitted to repeat the training, time permitting. IF the allotted time expires the individual will exit the training session and be required to make another appointment no less than 24 hours after the original appointment time.

Fees: SIDA = \$75.00; AOA = \$30.00

Renewal: \$15.00 - AOA & \$75.00 - SIDA every other year.

Expired Renewal: SIDA = \$75.00 AOA = \$30.00

Lost: \$75.00 for the 1st badge, \$150.00 for the 2nd badge & \$300.00 for the 3rd badge

STRIKE FINES are as follows:

Strike #1: \$100.00

Strike #2: \$200.00

Strike #3: \$400.00

Individuals badge holders are held liable for paying their strike fines if received, not the business/company/tenant of the badge holder. Fines must be paid within 10 days after the strike offense.

A service charge of 1 ½ % will be charged on all overdue payments.

ALL BADGES MUST BE RETURNED TO THE ADMINISTRATION OFFICE IMMEDIATELY WHEN AN INDIVIDUAL NO LONGER NEEDS OR HAS AN ASSOCIATION WITH THE AREA IN WHICH THEY ARE BADGED FOR.

By signing below, I agree that I have read and accept all of the terms mentioned above.

PRINTED NAME

APPLICANT SIGNATURE

DATE

If the badge applicant is under the age of 18, a signature of the parent/legal guardian is also required.

By signing below, I acknowledge I am the parent or legal guardian of the minor badge applicant above, and I have read and accept all terms mentioned above.

Printed Name of Parent/Legal Guardian

Parent/Legal Guardian Signature

Date

Relationship to Applicant