

## **FORT COLLINS-LOVELAND MUNICIPAL AIRPORT (FNL) AOA BADGE INFORMATION AND NOTIFICATION**

Transportation Security Administration, TSA, regulations require the FNL Airport to badge individuals who have un-escorted access to the Airport Operating Area (AOA). The AOA is defined as any portion of the Airport where aircraft takeoff, land, taxi, or are hangared. In order to complete the badging process please read the following carefully.

### **Who is required by the Department of Homeland Security to be badged? (Criteria):**

- FNL T-hangar lessees
- Aircraft owners, co-owners, lessees, condo association members, or operators of FNL hangared aircraft
- Any individual who “works in or has unescorted access to the AOA” at FNL
- Individuals NOT to be badged might include: family members and/or aircraft passengers or transient pilots/passengers.

### **What do you have to do?**

You will need to physically come to the Airport Administrative Offices located in Fire Station 4 at 4900 Earhart Road in Loveland, between the hours of 8:00 a.m. – 4:30 p.m. on Monday through Friday. At that time you will complete an application and have your badge photograph taken. After background checks are completed, your badge will be ready to be picked up at the Airport Administrative Offices. When you pick up your badge you will also be given a proximity card that opens the access gates onto the AOA. The annual fee for the badge and proximity card is \$15.00.

**You are required to bring along the following forms of identification for the application process:**

- Current Passport **OR**
- Driver’s License AND a Social Security Card or Birth Certificate

### **Is there a cost for the badge?**

Yes. There will be a \$15 annual fee for the badge and prox card which will cover the costs associated with creation of the badge and the on-going administration costs. This must be paid on or before the date you pick up your badge.

- Cash or checks are the only acceptable method of payment. *No credit or debit cards.*
- Checks should be made payable to: **City of Loveland**
- Lost or stolen badges and/or prox cards may be replaced for a charge of **\$25 each**

**NOTE: As of October 1, 2009, the PIN code will no longer allow you access through the gates. You MUST have an AOA badge and prox card to enter the AOA!**

Please contact the Airport Administration office if you have any questions regarding this information or the new security procedures at the FNL Airport. Phone: 970-962-2851.

The Application for obtaining the AOA Badge and Proximity card is attached.

# FORT COLLINS-LOVELAND MUNICIPAL AIRPORT (FNL)

## AIR OPERATION AREA (AOA) BADGE APPLICATION

Attached to this AOA Badge Application is Attachment "B", Acceptable Documents, to be used in addition to the information completed below. A Passport is the preferred ID document; If a Passport is unavailable, one document from column "B" and one from column "C" listed on Attachment "B", must be used (example: Drivers License and Social Security Card). Present the Acceptable Documents together with this completed application to Airport Security Coordinator for copying and to have photograph taken of applicant.

Please complete the following information and return to the Airport Office with Acceptable Documents per Attachment "B".

(PRINT CLEARLY)

FIRST NAME	FULL MIDDLE NAME
LAST NAME	ALIASES
ALIASES	ALIASES
DATE OF BIRTH (mm/dd/yyyy)	GENDER
RESIDENCE ADDRESS	ADDRESS CITY, STATE AND ZIP CODE
ADDRESS COUNTRY	CONTACT PHONE NUMBER
PLACE OF BIRTH (NCIC)	EMPLOYER'S NAME
SOCIAL SECURITY NUMBER	CITIZENSHIP (NCIC)
ALIEN REGISTRATION NUMBER	NON-IMMIGRANT VISA NUMBER
PASSPORT (NCIC & NUMBER)	PASSPORT ISSUING COUNTRY
E-MAIL ADDRESS	AIRCRAFT REGISTRATION NUMBER
HANGAR NO./CONDO ASSOCIATION	

**AOA Badge Applicant**

*Upon signing below, I swear and/or affirm that I have read and understand the information above. The information I have provided on this application 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.)*

Signature \_\_\_\_\_

Date \_\_\_\_\_

*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-19)/Aviation Worker Program, 601 South 12<sup>th</sup> Street, Arlington, VA 20598.*

*I am the individual to whom the information applies and want this information 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.*

Signature: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

SSN and Full Name: \_\_\_\_\_

**Authorized Agent Certification**

*My signature below certifies that I have reviewed this application for accuracy and have approved Fort Collins/Loveland Municipal Airport to complete a Security Threat Assessment (STA) for my employees and/or associates and bill my company for the appropriate fees (if applicable). I also certify that this employee and/or associate are eligible to apply for a FNL badge by successfully completed Security Threat Assessment.*

Signature \_\_\_\_\_

Printed Name \_\_\_\_\_

Date \_\_\_\_\_

**FORT COLLINS/LOVELAND AIRPORT  
AIRPORT SECURITY PROCEDURES**

The Undersigned, by accepting a Security ID Badge issued by the Fort Collins/Loveland Municipal Airport, hereby acknowledges and agrees to the following:

- The Fort Collins/Loveland Airport has an approved Airport Security Program established and approved by the Transportation Security Administration.
- The Airport issues security identification media for the purpose of allowing authorized individuals with unescorted access into the Secured, Sterile, Airport Operation Area and Display areas.
- The Airport Administration has the authority to cancel the airport-issued unescorted media at any time that an individual is found to be in violation of any Airport or TSA regulation or procedure at the discretion of the Airport Security Coordinator.

SIGNED: \_\_\_\_\_

DATE: \_\_\_\_\_

PRINTED NAME: \_\_\_\_\_

EMPLOYER: \_\_\_\_\_

**BADGE TYPE:**      **SIDA**        **STERILE**        **AOA**    
*circle one*

## Attachment A

### Privacy Act Notice

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

**Purpose:** The Department of Homeland Security (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 insure the validity of your name and SSN.

**Routine Uses:** This information may be shared with third parties during the course of a security threat assessment, employment, 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.

Signature \_\_\_\_\_

Date \_\_\_\_\_

Attachment B

List of Acceptable Documents

List A	OR	List B	AND	List C
<p>Documents that Establish Both Identity and Employment Eligibility</p>		<p>Documents that Establish Identity</p>		<p>Documents that Establish Employment Eligibility</p>
<ol style="list-style-type: none"> <li>1. U.S. Passport (unexpired or expired)</li> <li>2. Certificate of U.S. Citizenship (USCIS Form N-560 or N-561)</li> <li>3. Certificate of Naturalization (USCIS Form N-550 or N-570)</li> <li>4. Unexpired foreign passport, with I-551 stamp or attached Form I-94 indicating unexpired employment authorization</li> <li>5. Permanent Resident Card or Alien Registration Receipt Card with photograph (USCIS Form I-151 or I-551)</li> <li>6. Unexpired Temporary Resident Card (USCIS Form I-688)</li> <li>7. Unexpired Employment Authorization Card (USCIS Form I-688A)</li> <li>8. Unexpired Reentry Permit (USCIS Form I-327)</li> <li>9. Unexpired Refugee Travel Document (USCIS Form I-571)</li> <li>10. Unexpired Employment Authorization Document issued by USCIS that contains a photograph (USCIS Form I-688B) or USCIS Form I-766</li> </ol>		<ol style="list-style-type: none"> <li>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</li> <li>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</li> <li>3. School ID card with a photograph</li> <li>4. Voter's registration card</li> <li>5. U.S. Military card or draft record</li> <li>6. Military dependent's ID card</li> <li>7. U.S. Coast Guard Merchant Mariner Card</li> <li>8. Native American tribal document</li> <li>9. Driver's license issued by a Canadian government authority</li> </ol> <p>For persons under the age of 18 who are unable to present a document listed above</p> <ol style="list-style-type: none"> <li>1. School record or report card</li> <li>2. Clinic, doctor, or hospital record</li> <li>3. Day-care or nursery school record</li> </ol>		<ol style="list-style-type: none"> <li>1. Social Security card issued by the Social Security Administration (other than a card stating it is not valid for employment)</li> <li>2. Certification of Birth Abroad Issued by the Department of State (Form FS-545 or Form DS-1350)</li> <li>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</li> <li>4. Native American tribal document</li> <li>5. U.S. Citizen ID Card (USCIS Form I-197)</li> <li>6. ID Card for use of Resident Citizen in the United States (USCIS Form I-179)</li> <li>7. Unexpired employment authorization document issued by USCIS (other than those listed under List A)</li> </ol>