

INSTRUCTIONS FOR COMPLETION OF AIRPORT ID BADGE APPLICATION

Please visit the Pass and Id website to complete the Airport ID Badge Application.

<http://www.mwaa.com/business/reagan-pass-id-office>. Please ensure that you have the current application form. You may need to refresh the website to update your browser cookies to the new form. Please contact Pass and Id if you experience any issues getting the correct form to populate on the website or have any other questions or concerns at 703-417-8052.

In an effort to help clarify the completion of the new badge application, please see the following guidelines:

1. Section I of the ID Badge Application Form must be typed. The rest of the application may be hand printed in block fashion. Only legible applications will be accepted.
2. The individual applicant must then read, understand, and initial Section III.
3. The applicant must read, understand, and agree to comply with regulations by signing the statement at the bottom of page 2 and dating the ID Badge Application Form.

NOTE: Employers and Certification Officials are responsible for ensuring that applicants understand the requirements listed in Section III and the statement at the bottom of page 2.

If the address listed in Section I of the ID Badge Application Form is different from the address on the identification presented for identity verification, the ID badge will be issued for a time period not to exceed 30 days. Applicants are required to present verification of a corrected address prior to the issuance of a permanent ID badge.

4. Only Air Carrier Certification Official(s) need to complete Section IV as appropriate.
5. Certification Official(s) must complete Section V of the ID Badge Application Form. The employer must define the access requirements based on location of the company activities for each employee. Access will be limited to only those gates and doors necessary for an employee to perform his or her job duties.

If an AOA Operator's Driver Permit is requested, the applicant must be tested and pass Reagan National's AOA driving rules and regulations as defined in the Airports Authority's O&I DCA 3-2-4 series Vehicles Control Program. Completion of the training entitles the driver to access certain Reagan National vehicle gates.

6. Section VI must be completed and signed by a security or SIDA Instructor who has been approved by Airport Management. If security training is completed by an air carrier or major tenant, a representative of that office will complete this section. If completed electronically in the Airport Training office/IET Lab, no signature will be required.
7. The Pass & ID Office will verify the identity of the applicant by visually checking two forms of federal, state or local government issued identification (driver's permit, walker's permit, passport, visa, employment authorization card, birth certificate, social security card, etc.). At least one form of identification must be a government issued photo ID. In addition, applicants under the age of 16 will be required to provide a copy of a valid work permit.

Hopefully, this information will be useful to you and your staff. If you have any concerns, please feel free to reach out to the Pass and ID office at 703-417-8052.