

Dear Certification Official:

Congratulations on being designated as a Certification Official for your company with the Pass and ID office!

Airport security is a serious matter and one which requires trustworthy dedicated individuals to oversee the various processes. As a Certification Official, a great responsibility has been placed upon you to help the Pass and ID office ensure the integrity and accountability of our badging and access control systems for your company.

In this packet of material, you will find all of the basic information needed for the performance of this critical role. Among the materials included are the following:

- An overview of the duties and responsibilities of a Certification Official,
- An overview of the Pass and ID process,
- Instructions for completion of ID badge applications,
- A sample ID badge application,
- A sample fingerprint application, and
- A copy of the current Orders and Instructions regarding ID Badging Requirements.

Please understand that procedures and requirements are subject to regulatory change and may entail short notice response on the part of both the airport and you the employer. This office will make every effort to notify you in a timely manner of any changes.

It is your responsibility as a Certification Official to have a complete understanding of your duties and responsibilities. In order to fulfill your responsibilities, you must understand the basic concepts and requirements of airport security and be proactively involved in the role as a Certification Official.

The Transportation Security Administration (TSA) requires you to complete the ID badging process and Certification Official training before you may become a Certification Official. The badging process includes submitting an application, providing fingerprints and passing a Criminal History Records Check (CHRC) and a Security Threat Assessment (STA). You must also pass the Certification Official training courses for issuing Airport ID Badges. You must complete this process before beginning your duties as a Certification Official and before any other employee or personnel from your company begins the process. Additionally, you must maintain a valid ID badge in order to retain your status as a Certification Official.

Failure of the Certification Official to comply with any of the requirements may cause delays in processing your company's employees or personnel through the Pass and ID Office.

Please contact the Supervisor of the Pass and ID office at the information listed in Attachment A if you have any questions or concerns about your duties and responsibilities, the information contained in this packet, or the Pass and ID process.

Welcome to the team,

MWAA Airport Operations, Pass & ID



# **CERTIFICATION OFFICIAL DUTIES AND RESPONSIBILITIES**

Below is an outline of the duties and responsibilities of a Certification Official. In general, you are now the designated point of contact for all matters related to the security activities of your company including but not limited to the processing of badge applications and compliance with Airport security requirements. If your company has designated more than one Certification Official, each individual who is designated shares the responsibility.

Only company employees that work full or part time, frequently visit to the Airports, or provide service to the Airports and/or its tenants will be issued ID badges.

As the Certification Official, you are responsible to:

1. Be familiar and knowledgeable regarding your duties as a Certification Official as well as the rules and regulations of the airport including but not limited to the Airport Security Program (ASP) requirements and current Orders and Instructions (O&I) for airport ID badges and AOA vehicle operations.
2. Ensure that you maintain your Certification Official status in full compliance. This includes but is not limited to annual training requirements and keeping an updated Designated Certification Official letter on file.
3. Ensure that all ID badge applications are submitted to the Pass & ID Office in a complete, acceptable, and timely manner in accordance with existing guidance and regulations. As the Certification Official you are required to insure the accurate completion of and to sign each submitted application form. **It is your signature, and only your signature which this office will honor on the ID Badge application and other Pass and ID forms.** This signature must also be an original signature; stamped copies are considered invalid. Applications with signature(s) which are not reflected on the existing Designated Certification Official letter will be denied.
4. Define the airport access requirements based on location of company activities for each employee, and ensure that the Pass & ID Office is immediately notified of any changes to these requirements. Upon initial establishment of your company with the Pass and ID office, the appropriate

airport access requirements and needs for the various job titles in your organization will be developed, evaluated, and implemented in coordination with the Airport Security Coordinator. Any subsequent changes to an individual's airport access must be made in writing by you to the Pass and ID office unless otherwise approved by the Airport Security Coordinator. No other requests will be accepted.

5. Ensure that all ID badge applicants read and understand the Airport's security training and related training documents.
6. In accordance with 49 CFR Part 1542, ensure that each employee has successfully completed a fingerprint-based CHRC and STA and the results of such are on file with the airport. As the Certification Official you will be the **only** individual this office will notify with results from fingerprinting and the STA.
7. Ensure that while an employee is in a security controlled area of the airport, that the employee is actively engaged in an activity required by his company.
8. Ensure that employees properly display their ID badge and challenge other employees whose ID badges are not displayed or incorrectly displayed.
9. Ensure that employees who require the use of a motorized airport vehicle possess a valid state driver's license and permit for the type of vehicle being operated, and have been trained and qualified for the Airports Secured Area Vehicle Operator's Permit.
10. Ensure that company vehicles are inspected and marked in accordance with the related O&I for Vehicle Operations, that vehicles display a current AOA Vehicle Permit, and that the Airport is listed as an additional insured party under the vehicle insurance policy.
11. Immediately provide the Pass & ID Office or Airport Operations notification when an employee resigns, is furloughed, or dismissed from the organization. This notification may be made via telephone to the numbers listed in Attachment A or in person. The ID badge will be immediately deactivated upon notification. The employer must follow this notification with written confirmation, immediately but no later than twenty-four (24) hours after the action to the Pass & ID Office or Airport Operations; e.g., fax or e-mail.

12. Collect ID badges from individuals whose employment with the organization or a contractor of the organization on the date that the employment of the employee has ended. These ID badges must be returned immediately to the Pass & ID Office or Airport Operations.

If you are unable to retrieve the ID, please notify this office so that the ID badge can be deactivated. You and your company are potentially liable should a badged employee commit any violations at the airport and the airport was not notified in a timely manner of either their termination, resignation, or quitting.

If the collection and return of deactivated ID badges is not accomplished, the Company is subject to a \$200 fine per badge and risks the suspension of the processing of any future ID badges for their organization.

13. Ensure that the ID badge audit lists provided by the Pass & ID Office are verified and returned promptly.
14. Ensure payment of any TSA fine levied against the Airports caused by their employees' failure to adhere to the ASP as required by 49 CFR Part 1542, or the Airports O&Is or Bulletins (Enclosure B).
15. Ensure that no employer's lock, cipher lock, or other security device is used on any door, gate, or jet bridge that has an Airport access control system card reader or other Airport locking device installed.

Certification Officials who fail to follow their responsibilities as required under Code 49 USC Section 46301, the Airport Security Program, the Orders & Instructions, and the ID badge security training through the Pass & ID Office are subject to penalties including but not limited to monetary penalties.

### **OTHER USEFUL INFORMATION**

The airport uses several tools to communicate effectively with Certification Officials about various aspects of airport security or the status of current ID Badge applicants. These methods and tools include but are not limited to Airport Security Bulletins and automated email notifications.

**AIRPORT SECURITY BULLETINS** – Airport Security Bulletins communicate important security related information for the airport. These publications are designed to provide notice of changes to airport security policy and procedures

which ID Badge holders need to be aware of. Certification Officials should review any issued Airport Security Bulletin and distribute the information to their employees in a timely manner.

**AUTOMATED EMAIL NOTIFICATIONS** – The Pass and ID office has established an automated email notification program for certain key events related to the airport badging process for you and your employees. There are five email types which you will be receiving that you need to be aware of. They are:

Background Check Complete = This email is sent out when an applicant's background check has returned and the applicant is approved to receive an ID Badge. Please direct the applicant to come to the Pass and ID office as soon as possible to complete any required training and receive their ID badge. ID badges must be issued within 30 calendar days of approval or else the applicant must start the background check over from the beginning.

Background Check Held = This email is sent out when there is an issue with the individual's background check. The applicant must contact the Pass and ID supervisor to resolve the issue. When this email is sent, the applicant may not be escorted into the security areas of the airport until the issue is successfully resolved.

Airport ID Renewal Reminder = This email is sent out 30 days in advance of an upcoming ID badge renewal for an individual with your company. It is your responsibility to ensure that the individual comes to the Pass and ID office with a new application to renew their ID badge in a timely manner. Please prepare and review their application with them in advance, and ensure that they have with them at least two unexpired ID documents from the list on the ID badge application form. The IDs must include either i) one document from list A and one document from list B, or ii) one from list B and one from list C if they are a US Citizen born in the United States.

Non-Returned Badges = This email is sent out once a month if your company has outstanding ID badges that weren't returned to Pass & ID. Failure to return any and all outstanding ID badges may result in fines levied by TSA and/or the Airport. Repeated failures to return unaccounted ID badges may also result in suspension of the issuance of ID badges for the company.

Certification Official Renewal = This email is sent out twice a month to advise the Certification Official that they are up for renewal of their ID

badge and Certification Official status. You must submit an ID badge renewal application and complete SIDA and Certification Official training. If a Certification Official fails to renew in a timely manner, their authority to perform the duties of a Certification Official will be revoked which could impact the processing of ID badge applications.

## **OVERVIEW OF THE PASS AND ID PROCESS.**

The Pass and ID process can best be divided into three major tasks:

- New ID badge application
- Renewal ID badge application
- Lost/Stolen/Unaccounted ID badge replacement.

These are the basic requirements which a certification official will manage in relation to their ongoing activities at their respective Airport(s).

### **NEW ID BADGE APPLICATION**

Each individual intending to request an ID badge for either unescorted airport access must submit an application to the Pass and ID office as well as submit fingerprints for a Criminal History Records Check (CHRC) and a Security Threat Assessment (STA).

When applying for a new ID badge, the applicant shall:

1. Report to the Pass and ID office with all the completed required documentation.
2. Once entered into the Pass and ID system, the applicant shall either pay or confirm payment arrangements with the Agent Cashier.
 

The fee for fingerprinting and the STA is \$40 per person. Payment is due at the time of fingerprinting, no exceptions.

The Agent Cashier's Office accepts cash, company credit cards, company issued checks, and money orders. It does **not** accept personal checks. For companies which have entered into an agreement with the airport, a payment voucher signed by the authorized company official may also be accepted.
3. Next the applicant will be sent to be fingerprinted for the CHRC and STA submission.
4. Once this is completed, the applicant is free to leave the Pass and ID office until the results of the CHRC/STA background checks are completed.
  1. Applicants may be escorted in accordance with the provisions outlined in the current Orders and Instructions appropriate to the specific airport at which the applicant has applied.
5. Once the background checks have been processed, the Certifying Official will be notified through an automated email:
 

**If approved** - Please have the applicant return to the fingerprinting office to complete their training.

**If denied** - this office will only advise you that the applicant's submission has resulted in a denial. This office will not discuss the

reason for denial with anyone other than the applicant. All denied applicants are allowed to provide documentation which pertains to their criminal history and request a second review.

**If an applicant is denied for badging, they are not authorized to be ‘escorted’ at any point within the airport, for any length of time, by any badged employee. A denial prohibits entry into both the sterile and secured areas of the airport. No Exceptions!**

6. Training is conducted using an *interactive computer program* which requires the applicant to sign in, chose the appropriate program(s), and correctly answer questions. The basic training is as follows:

**Security Identification Display Area (SIDA) training** - All New ID badge applicants must complete SIDA training. Purple ID badge holders must complete any required training for both airports.

**Driver “D” Endorsement** - If the applicant is receiving a Driver endorsement he/she will be required to complete an additional training module. If Section VI of their application for the *AOA/Motor Vehicle Operator Permit* is marked yes, this office will presume the individual is expected to take and complete the driver training. If the applicant declines, or would prefer not to do the AOA driver testing, the applicant will not be badged and will be directed to return to you to provide a corrected application.

**Movement Area Driver “DM” Endorsement** – If the applicant is receiving a Movement Area Driver endorsement he/she will be required to complete an additional training and testing by the Airport Operations Department. If the application is marked yes in Section V of their application for the *AOA/Motor Vehicle Operator Permit*, this office will presume the individual is expected to take and complete the appropriate training. If the applicant declines, or would prefer not to do the AOA driver testing, the applicant will not be badged and will be directed to return to you to provide a corrected application.

**Authorized Signatory Training (Certification Officials Only)** - All applicants who are to be designated as a Certification Official must complete annual SIDA training and annual Authorized



Signatory training. Purple ID badge holders must complete any required training for both airports.

7. Once training is completed, the applicant will proceed to the Pass and ID office to receive their ID badge

### **RENEWAL ID BADGE APPLICATION**

Each individual intending to renew an ID badge for unescorted access requires a new application form be submitted to the Pass and ID office as well as resubmission for a fingerprint based CHRC and STA.

When applying to renew an ID badge, the applicant will:

1. Report to the Pass and ID office with all the completed required documentation.
2. Once verified in the Pass and ID system, the applicant will either pay or confirm payment arrangements with the Agent Cashier for the resubmission of the fingerprint based CHRC.
3. Next the applicant will have their electronic fingerprints resubmitted or will be sent to be fingerprinted for the CHRC and STA submission. This will be determined at the time of application and is dependent on several factors.
4. Once this is completed, the applicant will immediately return to the Pass and ID Technician for verification of training.

Training is conducted using an *interactive computer program* which requires the applicant to sign in, chose the appropriate program(s), and correctly answer questions. Training may be accomplished prior to coming to the Pass and ID office to renew. The basic training is as follows:

**Driver “D” Endorsement** - If the applicant is receiving a Driver endorsement he/she will be required to complete an additional training module. If Section VI of their application for the *AOA/Motor Vehicle Operator Permit* is marked yes, this office will presume the individual is expected to take and complete the Driver training. If the applicant declines, or would prefer not to do the AOA driver testing, the applicant will not be badged and will be directed to return to you to provide a corrected application.

**Movement Area Driver “DM” Endorsement** – If the applicant is receiving a Movement Area Driver endorsement he/she will be required to complete an additional training and testing by the Airport Operations Department. If the application is marked yes in Section V of their application for the

*AOA/Motor Vehicle Operator Permit*, this office will presume the individual is expected to take and complete the appropriate training. If the applicant declines, or would prefer not to do the AOA driver testing, the applicant will not be badged and will be directed to return to you to provide a corrected application.

**Authorized Signatory Training (Certification Officials Only)** - All applicants who are to be designated as a Certification Official must complete annual SIDA training and annual Authorized Signatory training. Purple ID badge holders must complete any required training for both airports.

5. Once training is verified as completed, the applicant will receive their ID badge.
6. If an issue arises with the applicants eligibility to possess a badge once the background checks have been processed, the Certifying Official will be notified through communication from the Pass and ID office that the applicant's submission has resulted in a denial and the ID badge will be deactivated and must be returned. All denied applicants are allowed to provide documentation which pertains to their denial and request a second review. The badge holder may be issued a short duration badge not to exceed 45 days at the discretion of the Pass and ID office.

**If an applicant is denied for badging, they are not authorized to be 'escorted' at any point within the airport, for any length of time, by any badged employee. A denial prohibits entry into both the sterile and secured areas of the airport. No Exceptions!**

### **LOST/STOLEN ID BADGE REPLACEMENT**

Lost/Stolen ID badges are to be immediately reported to the Airport Operations department or the Pass and ID office. This may be done in person or verbally to contacts listed in Attachment A. Follow up written confirmation must be submitted as soon as possible.

Each individual who is replacing a lost or stolen ID badge must come to the Pass and ID office with two forms of identification and the Unaccounted ID badge Form signed by their Certification Official. This form satisfies the written notification requirement. A new ID badge will be issued in accordance with the determination of the Airport Security Coordinator.

ID badge fees for lost ID badges start at \$50 and escalate upwards in accordance with the fee schedule. If the lost badge is subsequently found, a partial refund will be given for the return of a lost badge.

No fee is typically charged for the first reported Stolen ID badge provided that a police report is filed and a copy of the report is submitted to the Pass and ID office. Subsequent reported stolen ID badges may incur a fee at the discretion of the Airport Security Coordinator.

### **DAMAGED/MALFUNCTIONING ID BADGE REPLACEMENT**

ID badge holders are responsible for ensuring that their ID badge remains in working order. The ID badge holder simply brings the malfunctioning ID badge to the Pass and ID office, enters the line, and has a new badge reissued. Although the Pass and ID office does not charge for damaged or malfunctioning ID badges, the Airport reserves the right to enforce the responsibilities of the badge holder as outlined in the current Orders and Instructions.

## **INSTRUCTIONS FOR COMPLETION OF MWAA ID BADGE APPLICATION**

All employees/personnel requiring an airport-issued identification badge must complete and submit an application form which can be found on the Metropolitan Washington Airports Authority (Airports Authority) websites:

<http://www.mwaa.com/business/reagan-pass-id-office>

or

<http://www.mwaa.com/business/dulles-pass-id-office>

To reach the application thru manual navigation of the website [www.mwaa.com](http://www.mwaa.com), please click on the title “Business” located at the top by the search bar. Next click on the title “Airport Business” on the second row and then select the appropriate airport Pass and ID office. Please contact Pass and ID office at 703-417-8052 (DCA) or 703-572-2780 (IAD) if you experience any issues getting the correct form to populate on the website or have any other questions or concerns.

To complete the new ID badge application, please follow the guidelines below as well as the information in the Orders and Instructions:

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. This is to preclude misinterpretation of handwriting for the most crucial information on each individual, to include the spelling of their name, their social security number, birth date, etc. When you print the form which is now four pages from the website, please print all four sides in order on two pieces of paper.
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.

*See Attachment B for Airport ID badge Types (IAD & DCA)*

**Gate Agent** – This endorsement authorizes the ID badge holder to have the ability to place certain doors on a timed over-ride to prevent the doors from alarming during passenger enplaning and deplaning operations. Persons receiving this endorsement should have routine duties as a gate agent for an airline.

**Escort** - in order to ‘escort’ individuals who are not badged into the sterile and secured areas of the airport, a ID badge holder must have escort status embedded on his/her airport issued identification. Escorting is a serious responsibility and should only be entrusted to those employees that an employer considers capable. Escorting is not for fellow employees who did not bring their airport-issued identification to the airport. It is strictly for enabling your vendors, or outside support that are not badged to enter into the restricted access areas of the airport. One who is charged with escorting must remain in immediate control of a non-badged individual(s) at all times. Failure to do so will most likely result in fines being levied against the offending individual and possibly the company.

In order to acquire escort status, the certification official should complete the endorsement justification section of the ID application for the individual employee you are requesting be designated as an escort. This justification should briefly describe why his / her duties will necessitate the need for escort status. If accepted by the Pass and ID office at the time of initial processing and upon successful completion of the training modules, the employee will have escort incorporated into their airport ID. Requesting

escort status only applies to IAD green and DCA Yellow colored IDs; IAD red IDs cannot escort. IAD and DCA Blue and Purple IDs are automatically granted escort privileges.

**Customs** - If your employees will be required to work on or around international carrier aircraft, or access locations normally under U.S. Customs and Border Protection (CBP) supervision, they will require clearance thru CBP for their customs seal. CBP has their own processing requirements, which normally include fingerprinting and review of an applicant's CHRC. If so, it is not required that you fingerprint again with this office. The Airport Pass & ID Office will use the results obtained from CBP. For more information about the Customs seal process, please contact the Pass and ID office supervisor.

**Command Post** – Is a restricted endorsement that is assigned at the discretion of the Airport Security Coordinator. This endorsement is intended for certain senior officials who would have critical responsibilities under an aircraft accident or other incident requiring them to have unescorted access to the Incident Command Post. The vast majority of ID badge holders will not be granted this endorsement.

**Driver:** If an AOA Operator's Driver Permit is requested, the applicant must be tested and pass the airport's AOA driving rules and regulations as defined in the Airports Authority's O&I regarding the Vehicle Control Program. Completion of the training entitles the driver to access certain airport vehicle gates. There are two types of driver endorsement:

- Non-movement area – which is required to drive a vehicle on any of the ramps or roads inside the airport fence line, and
- Movement area – which is required to drive a vehicle on the runways and taxiways of the airport. Movement area training is subject to the approval of the Airport Operations Department and completion of enhanced training.

**As the Certification Official you are required to insure the accurate completion of each submitted application form and to sign under Section IV (for airlines only) and/or Section V.** It is your signature, and only your signature which this office will honor on the application form. This signature must also be an original signature; stamped copies are considered invalid. This is a minimal means to insure that each applicant for an ID is in fact a representative or employee of the company. Signature(s)

under Section IV or V which are not reflected on the existing Designated Certification Official Letter for the company will be denied.

6. Section VI must be completed and signed by a security or SIDA Instructor who has been approved by Airport Operations Manager or his/her designee. 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.

If the applicant lacks two viable forms of identification they will be declined. This office follows a basic I-9 process and is required to confirm the applicant's current mailing address and citizenship or right to work.

The first form of identification preferably is either a state issued driver's license or personal (walker's) ID, since both have the applicant's image and generally are required to reflect their current address. A change of address card in conjunction with the license or walker's ID is acceptable.

The second form must either confirm citizenship or their right to work. United States citizens may produce either their state issued birth certificate, or a United State Passport, since either are bona fide confirmation of citizenship. Naturalized citizens may produce their naturalization papers as proof.

For those applicants who are under immigration status, new Transportation Security Administration (TSA) guidelines obligate this office to confirm an individual right to work and not to issue airport identification in excess of their work permit or whichever immigration form they are covered under. All applicable immigration documents should be submitted when applying for the airport ID.

## Attachment A – Contact information

### Washington Dulles International Airport

Website [www.mwaa.com/business/dulles-pass-id-office](http://www.mwaa.com/business/dulles-pass-id-office)

Airport Operations Phone: 703-572-2730

Pass and ID Office Phone: 703-572-2780  
Fax: 703-572-0193

Fingerprinting Office Phone: 703-572-3363 and 703-572-2531

Terminal Agent's Office Phone: 703-572-2940

Mailing Address:

P.O. Box 17045

Washington Dulles International Airport, MA-216

Washington, DC 20041-0045

### Ronald Reagan Washington National Airport

Website [www.mwaa.com/business/reagan-pass-id-office](http://www.mwaa.com/business/reagan-pass-id-office)

Airport Operations Phone: 703-417-8050

Pass and ID Office Phone: 703-417-8052  
Fax: 703-417-0504

Fingerprinting Office Phone: 703-417-4631 or 4632

Agent Cashier's Office Phone: 703-417-8015

Mailing Address:

Airport Operations Department (MA-110)

Pass & ID Office






Ronald Reagan Washington National Airport

Washington, DC 20001



## Attachment B - IAD & DCA ID badge Types

### Dulles International Airport (IAD) ID badge Types:

|   |  |
|---|--|
|    | <p>The purple ID badge provides Unescorted access to DCA and IAD's AOA, SIDA, Secured Area, Sterile Area(s). The issuance of this ID badge is restricted to MWAA and Federal Law Enforcement personnel.</p> <p>This ID badge may grant Escort, Driver (Non-Movement and Movement), Customs, and Command Post endorsements for one or both airports.</p>                    |
|    | <p>The blue ID badge provides Unescorted access to:</p> <ul style="list-style-type: none"> <li>• Secured Area (Aircraft ramps/Bag tunnel),</li> <li>• Sterile Area (Passenger Concourses)</li> <li>• SIDA (Indoor areas under Sterile Areas).</li> </ul> <p>This ID badge may grant Escort, Driver (Non-Movement and Movement), Customs, and Command Post endorsements</p> |
|   | <p>The green ID badge provides Unescorted access to:</p> <ul style="list-style-type: none"> <li>• Secured Area (Aircraft ramps/Bag tunnel),</li> <li>• Sterile Area (Passenger Concourses)</li> <li>• SIDA (Indoor areas under Sterile Areas).</li> </ul> <p>This ID badge may grant Escort, Driver (Non-Movement and Movement), and Customs endorsements.</p>             |
|  | <p>The red ID badge only provides Unescorted access to the Sterile (Passenger Concourses) area.</p>  |
|  | <p>The Dulles Toll Road blue and white ID badge only provides access to the Dulles Toll Road Administration building.</p>  |

## Reagan National Airport (DCA) ID badge Types:

|   |   |
|---|---|
|    | <p>The purple ID badge provides Unescorted access to DCA and IAD's AOA, SIDA, Secured Area, Sterile Area(s). The issuance of this ID badge is restricted to MWWA and Federal Law Enforcement personnel.</p>   |
|    | <p>The blue ID badge provides unescorted access to:</p> <ul style="list-style-type: none"> <li>• Secured Area (Aircraft ramps/Bag tunnel),</li> <li>• Sterile Area (Passenger Concourses)</li> <li>• SIDA (Indoor areas under Sterile Areas).</li> </ul> <p>This ID badge may grant Escort, Driver, Customs, and Command Post endorsements</p>                |
|   | <p>The red, white and blue ID badge provides unescorted access to:</p> <ul style="list-style-type: none"> <li>• Secured Area (Aircraft ramps/Bag tunnel),</li> <li>• Sterile Area (Passenger Concourses)</li> <li>• SIDA (Indoor areas under Sterile Areas).</li> </ul> <p>This ID badge may grant Escort, Driver, Customs, and Command Post endorsements</p> |
|  | <p>The yellow ID badge provides unescorted access to the Sterile (Passenger Concourses) and security controlled areas (Indoor areas under Sterile Areas and sub-tunnels), except for air carrier operation areas.</p>   |
|  | <p>The orange ID badge provides unescorted access to the Sterile Area (Passenger Concourse). Personnel with this ID badge may access the Sterile Area through the passenger-screening checkpoint only.</p>  |

# SAMPLE ID BADGE APPLICATION

|   |   |
|---|---|
| <input type="checkbox"/> NEW <input type="checkbox"/> RENEWAL   | ID Badge Number _____   |
| Badge Color: <input type="checkbox"/> Red <input type="checkbox"/> Green <input type="checkbox"/> Blue <input type="checkbox"/> Purple <input type="checkbox"/> Yellow <input type="checkbox"/> Orange <input type="checkbox"/> R/W/B | Customs Seal: <input type="checkbox"/> Yes <input type="checkbox"/> No Date Approved: _____ |
| Fingerprint Date: _____ (Security Tech _____)   | STA #: _____ (Security Tech _____)  |
| Fingerprint Case #: _____ (Security Tech _____)   | STA Approval Date: _____ (Security Tech _____)  |
| Fingerprint Approved Date: _____ (Security Tech _____)  |   |

**Metropolitan Washington Airports Authority**  
**Pass & ID Airport Identification Badge Application**  
 Ronald Reagan Washington National  Washington Dulles International

|  |                                   |                      |
|--|-----------------------------------|----------------------|
| <b>Section I – Applicant Information</b>   | <b>This Section Must be Typed</b> | Security Tech: _____ |
| <b>Full Legal Name</b>   |                                   |                      |
| Last: _____ First: _____ Middle: _____   |                                   |                      |
| Other Names Used (Aliases): _____  |                                   |                      |
| <i>Providing your Social Security Number is voluntary; however, failure to provide it may delay or prevent completion of a Security Threat Assessment by the Transportation Security Administration.</i> Social Security Number: _____ |                                   |                      |
| <b>Current Residency Address</b>   |                                   |                      |
| Street: _____ City/State/ZIP: _____  |                                   |                      |
| Phone: _____   |                                   |                      |
| <b>Biographical Data</b>   |                                   |                      |
| Height: _____ feet _____ inches      Weight: _____ pounds      Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female   |                                   |                      |
| U.S. State or Country of Birth: _____ Country of Citizenship: _____  |                                   |                      |
| Race: _____ Hair Color: _____ Eye Color: _____ Date of Birth: _____ (MM/DD/YYYY)   |                                   |                      |
| <b>Employer Information</b>  |                                   |                      |
| Company: _____ Job Title: _____ Hire Date: _____ (MM/DD/YYYY)  |                                   |                      |
| <b>This Section Must be Typed</b>  |                                   |                      |

**Section II – Identification and Work Authorization**

- (1) Every Applicant must present two forms of unexpired identification issued by a government authority and at least one of which must have a photo. Acceptable forms of identification are those listed in the table below.
- (2) For U.S. Citizens, two forms of ID as described in sentence (1) above; if no ID is provided from List A, you must provide one ID from List B and one ID from List C in the table below.
- (3) For U.S. Citizens born abroad or naturalized U.S. Citizens, have at least one of the following: (i) U.S. Passport, (ii) Certification of Naturalization, or (iii) Certificate of Birth Abroad (Form DS-1350 or Form FS-545).
- (4) For Individuals who hold a non-immigrant visa, provide the visa control number.
- (5) For Individuals who are not U.S. Citizens, have at least one of the following: (i) Permanent Resident Card or Alien Registration Receipt Card (Form I-551), (ii) Arrival-Departure Record (Form I-94) when presented with an unexpired foreign passport bearing the same name and containing an endorsement of the individual's non-immigrant status.

| List A  | List B                  | AND   | List C   |
|---|-------------------------|---|--|
| # _____   | # _____                 | # _____   | # _____  |
| Exp. _____ State: _____   | Exp. _____ State: _____ | Exp. _____ State: _____   | Exp. _____ State: _____  |
| <input type="checkbox"/> U.S. Passport<br><input type="checkbox"/> Permanent Resident Card or Alien Registration Receipt Card (Form I-551)<br><input type="checkbox"/> Foreign Passport with I-551 Stamp<br><input type="checkbox"/> Foreign Passport and Form I-94 or Form I-94A<br><input type="checkbox"/> Employment Authorization Document with Photo (Form I-766) | OR                      | <input type="checkbox"/> State Driver's License<br><input type="checkbox"/> State Walker's ID<br><input type="checkbox"/> School ID with Photo<br><input type="checkbox"/> Voter's Registration Card<br><input type="checkbox"/> U.S. Military Card or draft card<br><input type="checkbox"/> U.S. Military Dependent's ID<br><input type="checkbox"/> USCG Merchant Mariner Card<br><input type="checkbox"/> Native American Tribal Document<br><input type="checkbox"/> Canadian Driver's License<br><input type="checkbox"/> Other _____ | <input type="checkbox"/> Social Security Card<br><input type="checkbox"/> Original or Certified Copy of Birth Certificate<br><input type="checkbox"/> Dept. of State Certification of Birth (FS-545)<br><input type="checkbox"/> Dept. of State Report of Birth (DS-1350)<br><input type="checkbox"/> Native American Tribal Document<br><input type="checkbox"/> U.S. Citizen ID Card (Form I-197)<br><input type="checkbox"/> Resident Citizen ID Card (Form I-179)<br><input type="checkbox"/> Employment authorization issued by DHS |
|   |                         |   | Security Tech: _____   |

## SAMPLE FORM FOR REFERENCE ONLY

### Section III – Applicant's Security Responsibility Agreement

49 CFR Part 1540 holds each individual responsible for their actions as they may pertain to airport security. Following is a summary of those responsibilities and obligations:

1. I will not allow anyone else to use my Identification Badge or SIDA/Secure Area/Sterile Area/AOA access key.
2. I will wear my Identification Badge on my outermost garment at all times SIDA/Secure Area/Sterile Area/AOA.
3. I will ensure proper closing and locking of SIDA/Secure Area/Sterile Area/AOA doors and/or vehicle gates.
4. I will immediately report the theft or loss of my Identification Badge or key to Airport Operations.
5. I will challenge and report any individual who is not displaying an Identification Badge in the SIDA/Secure Area/AOA.
6. I will immediately report any security violation I witness to Airport Operations or Airport Police.
7. I will submit to searches of my person, property, bags, and/or vehicle at any time entering or within the SIDA/Secure Area/Sterile Area/AOA.
8. I understand that if I am convicted or found not guilty by reason of insanity of any of the crimes on the Fingerprint Application in the future, I must report such a conviction or finding of not guilty by reason of insanity to the Airport Security Coordinator within 24 hours.
9. I understand and will comply with the following security requirement: All badge holders are required to be screened by TSA at the passenger or employee screening checkpoint in the Main Terminal prior to boarding a flight. If, after you have been screened, you exit the sterile or secured areas of the airport you must be re-screened. Using your badge to circumvent screening is a serious violation and will result in revocation of the badge for up to one year. In addition, TSA will pursue civil penalties as it deems appropriate.

I certify that I have read the above security procedures and been provided the opportunity to have my questions answered. I further understand that failure to comply with any of them may result in revocation of my Identification Badge or key(s). That is to say, with my Identification Badge or key suspended, I will lose access to security controlled areas of the airport, neither can I be escorted.

Applicant's Initials: \_\_\_\_\_

### Section IV – Criminal History

Public Law 107-71 (49 USC 44936) and 49 CFR 1542.209 forbids anyone who has been convicted or found not guilty by reason of insanity within the previous 10 years of the crimes listed on the fingerprint application from being granted unescorted access to the airport's Security Identification Display Area (SIDA). The person cannot be given an identification badge. All applicants must submit fingerprints that will be used to check the criminal history. A copy of your CHRC sent by the FBI may be obtained from the Airport Security Coordinator by submitting a written request. If you contest the accuracy of the information you may directly contact the agency that reported the disqualifying conviction to correct your record.

#### Air Carrier Criminal History Record Check Certification (For Air Carriers Only) Security Tech: \_\_\_\_\_

I certify that a fingerprint-based CHRC has been conducted for this applicant in accordance with TSR 1544.229 or 1544.230 and verify that a copy of the Privacy Act Notice on Page 4 of this application has been provided to the applicant. I further certify that an fingerprint-based CHRC has been processed according to the following dates:

\_\_\_\_\_ Date of Submission of the fingerprint-based CHRC (Must be less than 45 calendar days prior to badge expiration)

\_\_\_\_\_ Date Results Received and Certified that the applicant does not have a disqualifying criminal offence in accordance with TSR 1544.229 or 1544.230.

For ID renewals, if the CHRC results have not been received and certified as of the date of application; I certify and attest that I will provide such certification no later than 45 calendar days from the Date of Submission of the fingerprint-based CHRC.

Air Carrier: \_\_\_\_\_ Fingerprint Case Number: \_\_\_\_\_

Certification Official Name (Print): \_\_\_\_\_

Certification Official Signature: \_\_\_\_\_

Title: \_\_\_\_\_ Date: \_\_\_\_\_

The Federal Transportation Security Administration requires the Airports Authority to include the following statement on this application and to have each applicant sign and date the statement in order to be issued an Identification Badge:

**"The information 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 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)"**

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

09/18/2015 LAST NAME: \_\_\_\_\_ FIRST NAME: \_\_\_\_\_

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## SAMPLE FORM FOR REFERENCE ONLY

**Section V – Company Information and Certification** Security Tech: \_\_\_\_\_




Company/Sponsor \_\_\_\_\_ Employer (if other than Sponsor) \_\_\_\_\_  
 Street: \_\_\_\_\_ City/State/ZIP: \_\_\_\_\_  
 Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ E-Mail: \_\_\_\_\_

I hereby request that the applicant be granted the following access badge type and/or privileges on their Identification Badge


**DCA Badge Type Requested**

-  Blue – Unescorted access to the SIDA, Secured Area, and Sterile Area.
-  Yellow – Unescorted access to the Sterile and security controlled areas, except air carrier operation areas.
-  Orange – Unescorted access to the Sterile Area through the passenger-screening checkpoint only.
-  R/W/B – Unescorted access to the SIDA, Secured Area, and Sterile Area for TSA senior staff members.

**IAD Badge Type Requested**

-  Blue - Unescorted access to the AOA, SIDA, Sterile Area, and Secured Area with Command Post
-  Green - Unescorted access to the AOA, SIDA, Sterile Area, and Secured Area.
-  Red - Unescorted access to the Sterile Area.

**Joint Use DCA and IAD Badge – Restricted availability**

-  Purple - Unescorted access to DCA and IAD's AOA, SIDA, Secured Area, Sterile Area

Special Endorsements:

- Gate Agent – Required for jet bridge door timed override for enplaning and deplaning operations. Yes No
- Escort Authority - Required to escort un-badged individuals inside the security fence line. Yes No
- Customs – Required for access into the areas controlled by U. S. Customs and Border Patrol. Yes No
- Command Post – A designation restricted to those individuals approved by Airport Operations. Yes No

Airfield Driving Privileges

|   | DCA                          | IAD                          |                             |
|---|------------------------------|------------------------------|-----------------------------|
| Non-Movement Area (Basic driver permit required for all persons driving inside the security fence line) | <input type="checkbox"/> Yes | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Movement Area (Advanced Permit required for all persons requesting access to runways or taxiways)       | <input type="checkbox"/> Yes | <input type="checkbox"/> Yes | <input type="checkbox"/> No |

I certify that the applicant needs access as marked to perform his/her duties.

Certification Official Name (Print): \_\_\_\_\_  
 Certification Official Signature: \_\_\_\_\_  
 Title: \_\_\_\_\_ Date: \_\_\_\_\_

**Section VI – Training Endorsements** Security Tech: \_\_\_\_\_

This Applicant has successfully completed the following training:

- DCA Security/SIDA (Required for all badge holders) Yes No Date: \_\_\_\_\_ By: \_\_\_\_\_
- IAD Security/SIDA (Required for all badge holders) Yes No Date: \_\_\_\_\_ By: \_\_\_\_\_
- Certification Official (Required to sign badge applications for company) Yes No Date: \_\_\_\_\_ By: \_\_\_\_\_

Driver Training Completed For:

|   | DCA                          | IAD                          |                             | DCA / IAD                     |
|---|------------------------------|------------------------------|-----------------------------|-------------------------------|
| <b>Non-Movement Area</b><br>Training video required for all persons driving inside the security fence line.   | <input type="checkbox"/> Yes | <input type="checkbox"/> Yes | <input type="checkbox"/> No | Date: _____ / _____ By: _____ |
| <b>Advanced Movement Area</b><br>Training class provided by Airport Operations required for initial training of all persons requesting access to runways or taxiways. | <input type="checkbox"/> Yes | <input type="checkbox"/> Yes | <input type="checkbox"/> No | Date: _____ / _____ By: _____ |
| <b>Movement Area</b><br>Training video required for Initial and recurrent training of all persons requesting access to runways or taxiways.                           | <input type="checkbox"/> Yes | <input type="checkbox"/> Yes | <input type="checkbox"/> No | Date: _____ / _____ By: _____ |

09/15/2015 LAST NAME: \_\_\_\_\_ FIRST NAME: \_\_\_\_\_

SAMPLE FORM FOR REFERENCE ONLY

**METROPOLITAN WASHINGTON AIRPORTS AUTHORITY USE OF INFORMATION**

The U.S. Department of Homeland Security (DHS), Transportation Security Administration (TSA) requires the Metropolitan Washington Airports Authority to collect the information on these application forms (with a few, minor exceptions) for every person applying for a badge. This application and other records relating to it are kept confidential by the Airport Security Coordinator at each airport and only used by the Airports Authority and its agents in administering airport security and the access control system, in particular. The only exception is that the TSA may examine the Airports Authority's files at any time and the TSA requires the information to be submitted to it periodically. TSA also requires the Airports Authority to provide the following notice:

**The Privacy Act of 1974****5 U.S.C. 552a(e)(3) - Privacy Act Notice**

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 Recommendation of the 9/11 Commission Act of 2007, § 1520 (121 Stat. 444, Public Law 110-52, August 3, 2007); and Executive Order 9397, as amended.

**Purposes:** The Department of Homeland Security (DHS) will use the biographical information to conduct a security threat assessment to evaluate your eligibility for the program to which you are applying. Your fingerprints and associated information/biometrics 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/biometrics 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 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 ensure 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 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 Transportation Security Threat Assessment System (T-STAS), DHS/TSA 002. For as long as your fingerprints and associated information/biometrics 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:** Furnishing the 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. If you choose to furnish your SSN, TSA also requests you to authorize TSA and SSA to verify your SSN by signing the following statement:

I authorize the Social Security Administration to release my Social Security Number and full name to the Transportation Security Administration, Office of Intelligence and Analysis (OIA), Attention: Aviation Programs (TSA-10)/Aviation Worker Program, 601 South 12th Street, Arlington, VA 22202.

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.

FULL LEGAL NAME

Last: \_\_\_\_\_ First: \_\_\_\_\_ Middle: \_\_\_\_\_

DATE OF BIRTH: \_\_\_\_\_ SSN: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_ DATE SIGNED: \_\_\_\_\_

09/18/2015

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**SAMPLE FORM FOR REFERENCE ONLY**

# SAMPLE FINGERPRINT APPLICATION

Metropolitan Washington Airports Authority  
Fingerprint Application Required by TSA Regulations

- Ronald Reagan Washington National  
Fingerprint Collected by \_\_\_\_\_ (Initials)
- Washington Dulles International  
Fingerprint Collected by \_\_\_\_\_ (Initials)

During the *past 10 years* before the date of this application have you been convicted or found not guilty by reason of insanity of any of the following crimes?

- |     |   |                              |                             |
|-----|---|------------------------------|-----------------------------|
| 1   | Forgery of certificates, false markings, and other aircraft registration violations 49 USC 46306  | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 2   | Interference with air navigation 49 CFR 46308   | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 3   | Improper transportation of hazardous material 49 USC 46312  | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 4   | Aircraft piracy 49 USC 46502  | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 5   | Interference with flight crew member or flight attendant 49 USC 46504   | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 6   | Commission of certain crimes aboard aircraft 49 USC 46506   | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 7   | Carrying a weapon or explosive aboard aircraft 49 USC 46505   | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 8   | Conveying false information and threats 49 USC 46507  | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 9   | Aircraft piracy outside the special aircraft jurisdiction of the United States 49 USC 46502(b)  | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 10  | Lighting violations involving transporting controlled substance 49 USC 46315  | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 11  | Unlawful entry into an aircraft or airport area that serves air carriers or foreign air carriers contrary to established security requirements 49 USC 46314 | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 12  | Destruction of an aircraft or aircraft facility 18 USC 32   | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 13  | Murder  | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 14  | Assault with intent to murder   | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 15  | Espionage   | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 16  | Sedition  | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 17  | Kidnapping or hostage taking  | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 18  | Treason   | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 19  | Rape or aggravated sexual abuse   | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 20  | Unlawful possession, use, sale, distribution, or manufacture of an explosive or weapon  | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 21  | Extortion   | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 22  | Armed or felony unarmed robbery   | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 23  | Distribution of, or intent to distribute, a controlled substance  | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 24  | Felony arson  | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 25  | A felony involving a threat   | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 26  | A felony involving willful destruction of property  | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 27  | A felony involving importation or manufacture of a controlled substance   | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 28  | A felony involving burglary   | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 29  | A felony involving theft  | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 30  | A felony involving dishonesty, fraud or misrepresentation   | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 31  | A felony involving possession, or distribution of stolen property   | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 32  | A felony involving aggravated assault   | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 33  | A felony involving bribery  | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 34  | A felony involving illegal possession of a controlled substance punishable by a maximum term of imprisonment of more than one year                          | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 35. | Violence at international airport 18 USC 37   | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 36. | Conspiracy or attempt to commit any of the aforementioned criminal acts   | <input type="checkbox"/> Yes | <input type="checkbox"/> No |

Federal regulations under 49 CFR 1542.209 (l) impose a continuing obligation on you to inform to the **Metropolitan Washington Airports Authority – Pass & ID Office** within 24 hours if you are convicted of any of the crimes listed above while you have badge.

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 of the United States Code.)

During the past 5 (five) years before the date of this application have you been charged with a crime by the *Metropolitan Washington Airports Authority* Police?  Yes  No

Applicant's Full Name (please print) \_\_\_\_\_

Applicant's Signature \_\_\_\_\_ Date Signed \_\_\_\_\_

# SAMPLE UNACCOUNTED ID BADGE REPORT

Metropolitan Washington  
Airports Authority  
1 Aviation Circle  
Washington, DC 20001-6000



## REPORT OF UNACCOUNTED BADGE

Please print clearly

NAME: \_\_\_\_\_  
(LAST) (FIRST) (MI)

ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_ SSN: \_\_\_\_\_

Employer: \_\_\_\_\_ SUPERVISOR: \_\_\_\_\_

I, the undersigned, do hereby declare to the Airports Airport Security Coordinator (ASC) in accordance with Title 49 Codified Federal Regulation 1542.211 (A)(3)(6) that the badge I was issued is unaccounted for because of the following:

- \_\_\_\_ Lost – Provide an explanation of the circumstances of the loss in the area below.  
\_\_\_\_ Stolen – Provide the Police agency to whom the theft was reported along with the Report Number in the area below and attach a copy of the police report.  
\_\_\_\_ Otherwise unaccounted for – Provide an explanation in the area below of the circumstances which led to the badge being unaccounted for.

Additional information as required above (attach separate pages as necessary):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

I, the undersigned Certification Official, hereby acknowledge that the above individual has reported to me that the badge is unaccounted due to the reason indicated. I further certify and attest that the individual does have a valid need to have their badge reissued and hereby request that the Airports ASC approve reissuance.

\_\_\_\_\_  
Certification Official Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Certification Official Printed Name

Badge #: \_\_\_\_\_ Mag Stripe #: \_\_\_\_\_

( ) First Replacement ( ) Second Replacement ( ) Third Replacement or Unusual circumstances – ASC approval required

Pass & ID Tech Name: \_\_\_\_\_ Date: \_\_\_\_\_

ASC (or designee) Determination ( ) Approved ( ) Denied

ASC (or designee) Signature: \_\_\_\_\_ Date: \_\_\_\_\_

FOR AGENT CASHIER USE:

( ) CASH ( ) CHECK → ( ) COMPANY OR ( ) PERSONAL ( ) FEE WAIVED – REQUIRES ASC/DESIGNEE APPROVAL

( ) MONEY ORDER ( ) CREDIT CARD → ( ) COMPANY OR ( ) PERSONAL RECEIPT # \_\_\_\_\_

Dulles International | Reagan National | Dulles Toll Road  
mwaa.com





## **CURRENT ORDERS AND INSTRUCTIONS**

May be obtained

In person at the Pass and ID office

or

By visiting the following websites

<http://www.mwaa.com/business/reagan-pass-id-office>

or

<http://www.mwaa.com/business/dulles-pass-id-office>