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 maintaining an active badge, annual training requirements and keeping an updated Designated Certification Official letter on file. _____

3. Ensure that your Point of Contact information is kept up to date with Pass & ID. The authorized signer has the responsibility of responding to any emails or calls from the Pass & ID office or Airport Operations immediately. _____

4. 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 ensure 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; signature stamps and photocopies are considered invalid. Applications with signature(s) which
are not reflected on the existing Designated Certification Official letter will be denied. _____

5. 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 submitted by completing the Access Request Form and sending it to the Pass and ID office unless otherwise approved by the Airport Security Coordinator. No other requests will be accepted. _____

6. Ensure that all ID badge applicants read and understand the Airport’s security training and related training documents. _____

7. 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. _____

8. Ensure that all employees in a security controlled area of the airport are conducting duties required by your company. _____

9. Ensure that employees properly display their ID badge and challenge other employees whose ID badges are not displayed or incorrectly displayed. _____

10. Ensure that employees who are required to drive on the AOA 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. _____

11. 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. _____
12. Immediately notify the Pass & ID Office or Airport Operations 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. 

13. Collect ID badges from individuals who are no longer employed with your organization or a contractor of the organization. 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.

14. Ensure that the ID badge audit lists provided by the Pass & ID Office are verified and returned promptly.

15. 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).

16. 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.

I have read and been informed about the content, requirements, and expectations of the Certification Official Duties and Responsibilities and the Airport O&I 6-4-1H. I have received a copy of the policy and agree to abide by the policy guidelines as a condition of my certification official responsibilities.

I understand that if I have questions, at any time, regarding the policy, I will consult with the Pass and ID office.

Please read the duties and responsibilities carefully to ensure that you understand the policy before signing this document.

Certification Official Signature: ______________________________________

Date: ______________________

Certification Official Printed Name: ______________________________________

Receipt By: _____________________________________________________________

Date: ______________________

08/21/2019
METROPOLITAN WASHINGTON AIRPORTS AUTHORITY

APPROVED CERTIFICATION OFFICIAL

Please Print Clearly

Name

Airport ID #

Company Name

Email Address

By my signature I hereby understand, acknowledge, and attest:

1. That I have completed and understood the training presented to me that relates to my duties as a Certification Official for my employer at:
   - Washington Dulles International Airport and/or

2. That I have been provided the opportunity to ask questions about the privileges, duties, and requirements granted to me, and that I understand the importance and severity of those privileges and requirements.

3. That I will maintain a working knowledge of, and will comply with, the requirements and duties of 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.

4. That I will ensure that each individual for whom I sign an ID badge application has:
   a. A specific need for unescorted access to the Security Controlled Areas of the airport, and
   b. Acknowledged their security responsibilities under 49 CFR 1540.105(a) and the O&I applicable to their duties on the airport.

5. That this approval will expire in one year from the date of this approval or upon the expiration/deactivation of my Airport ID badge, whichever comes first.

Signature __________________________ Date __________________________

For Pass and ID Use Only

Assignment as a Certification Official: ( ) Initial ( ) Renewal

Training completed:
   ( ) S.I. D. A. Training completed on ________________
   ( ) Authorized Signer Training completed on ________________
   ( ) Certification Official Packet provided (Initial approval only)

Approved on: __________________________ Date __________________________ By: __________________________

Trainer/Pass and ID Official
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 Non-Movement 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. The applicant will need to obtain the Movement Area Training Certificate from airport operations and bring it to Pass and ID. If the applicant declines, or would prefer not to do the AOA/Movement Area (Advanced permit for access to runways or taxiways), 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 Non-Movement* 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/Movement Area (Advanced permit for access to runways or taxiways)*, 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 Movement 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, signs in at the kiosk, 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, 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.

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 have an expired badge or 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, under special endorsements, check the escort box and 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 require 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. For Dulles International Airport requesting escort status only applies to IAD Green badges. IAD Red badges cannot escort. IAD Blue and Purple badges
are automatically granted escort privileges. For Ronald Reagan Washington National Airport requesting escort status applies to DCA Blue badges. DCA Red, White & Blue and Purple badges 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. When security training is completed in the Airport Training office/IET Lab, a representative of the Pass and ID office will complete this section.

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

Airport Operations  Phone: 703-572-2730
Pass and ID Office  Phone: 703-572-2780
Fax: 703-572-0193
Airfield Vehicle  Phone: 703-572-2740
Registration  IADVehicles@mwaa.com

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

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

<table>
<thead>
<tr>
<th>Color</th>
<th>Access Details</th>
<th>Endorsements</th>
</tr>
</thead>
<tbody>
<tr>
<td>Purple</td>
<td>The purple ID badge provides unescorted access to Reagan National and Dulles International’s AOA, SIDA, Secured Area, Sterile Area(s), and the IAD SOPA. The issuance of this ID badge is restricted to Airports Authority and Federal Law Enforcement personnel. This ID badge may be granted Escort, Driver (Non-Movement and Movement), Customs, and Command Post endorsements for one or both Airports.</td>
<td></td>
</tr>
<tr>
<td>Blue</td>
<td>The blue ID badge provides unescorted access to: • Secured Area (aircraft ramps/bag tunnel) • Sterile Area (passenger concourses) • SIDA (Indoor areas under Sterile Areas) • AOA • SOPA This ID badge may be granted Escort, Driver (Non-Movement and Movement), Customs, and Command Post endorsements.</td>
<td></td>
</tr>
<tr>
<td>Green</td>
<td>The green ID badge provides Unescorted access to: • Secured Area (aircraft ramps/bag tunnel) • Sterile Area (passenger concourses) • SIDA (Indoor areas under Sterile Areas) • AOA • SOPA This ID badge may be granted Escort, Driver (Non-Movement and Movement), and Customs endorsements.</td>
<td></td>
</tr>
<tr>
<td>Red</td>
<td>The red ID badge only provides Unescorted access to the Sterile Area (passenger concourses). Personnel who are issued this badge must use a TSA screening checkpoint to enter the Sterile Area. This ID badge is not eligible for Escort or Driver endorsements.</td>
<td></td>
</tr>
<tr>
<td>Toll Road Only</td>
<td>The Dulles Toll Road blue and white ID badge only provides access to the Dulles Toll Road Administration building.</td>
<td></td>
</tr>
</tbody>
</table>
Reagan National Airport (DCA) ID badge Types:

<table>
<thead>
<tr>
<th>ID Badge</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Purple</td>
<td>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.</td>
</tr>
<tr>
<td>Blue</td>
<td>The blue ID badge provides unescorted access to:</td>
</tr>
<tr>
<td></td>
<td>- Secured Area (Aircraft ramps/Bag tunnel),</td>
</tr>
<tr>
<td></td>
<td>- Sterile Area (Passenger Concourses)</td>
</tr>
<tr>
<td></td>
<td>- SIDA (Indoor areas under Sterile Areas).</td>
</tr>
<tr>
<td></td>
<td>This ID badge may grant Escort, Driver, Customs, and Command Post endorsements</td>
</tr>
<tr>
<td>Red, White and Blue</td>
<td>The red, white and blue ID badge provides unescorted access to:</td>
</tr>
<tr>
<td></td>
<td>- Secured Area (Aircraft ramps/Bag tunnel),</td>
</tr>
<tr>
<td></td>
<td>- Sterile Area (Passenger Concourses)</td>
</tr>
<tr>
<td></td>
<td>- SIDA (Indoor areas under Sterile Areas).</td>
</tr>
<tr>
<td></td>
<td>This ID badge may grant Escort, Driver, Customs, and Command Post endorsements</td>
</tr>
<tr>
<td>Yellow</td>
<td>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.</td>
</tr>
<tr>
<td>Orange</td>
<td>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.</td>
</tr>
</tbody>
</table>
## SAMPLE ID BADGE APPLICATION

<table>
<thead>
<tr>
<th>New</th>
<th>Renewal</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐</td>
<td>☐</td>
</tr>
</tbody>
</table>

**ID Badge Number:**

- Fingerprint Date:
- Fingerprint Case #:
- Fingerprint Approved Date:
- STA #:
- STA Approval Date:
- Certification Official:
- Date Approved:

---

**Section I – Applicant Information**

<table>
<thead>
<tr>
<th>Last Name</th>
<th>First Name</th>
<th>Middle Name</th>
</tr>
</thead>
</table>

**Other Names Used (Aliases):**

- **Current Residency Address:**
  - Street:
  - City/State/Zip:
  - Phone:

**Biographical Data:**

- **Height:** feet; inches
- **Weight:** pounds
- **Gender:** ☐ Male ☐ Female
- **U.S. State or Country of Birth:**
- **Country of Citizenship:**
- **Race:**
- **Eye Color:**
- **Hair Color:**
- **Date of Birth:**

**Employer Information:**

- **Company:**
- **Job Title:**
- **Division (if any):**
- **Hire Date:**

---

**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-11 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.

---

<table>
<thead>
<tr>
<th>List A</th>
<th>List B</th>
<th>List C</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐ U.S. Passport</td>
<td>☐ State Driver's License</td>
<td>☐ Social Security Card</td>
</tr>
<tr>
<td>☐ Permanent Resident Card or Alien Registration Receipt Card (Form I-551)</td>
<td>☐ State Parker's ID</td>
<td>☐ Original or Certified Copy of Birth Certificate</td>
</tr>
<tr>
<td>☐ Foreign Passport with I-551 Stamp</td>
<td>☐ School ID with Photos</td>
<td>☐ Dept. of State Certificate of Birth (FS-545)</td>
</tr>
<tr>
<td>☐ Employment Authorization Document with Photo (Form I-766)</td>
<td>☐ Voter's Registration Card</td>
<td>☐ Dept. of State Passport of Birth (C-1500)</td>
</tr>
<tr>
<td></td>
<td>☐ U.S. Military Card or draft card</td>
<td>☐ Native American Tribal Document</td>
</tr>
<tr>
<td></td>
<td>☐ U.S. Military Dependents' ID</td>
<td>☐ U.S. Citizen ID Card (Form I-197)</td>
</tr>
<tr>
<td></td>
<td>☐ USCIS Passport or Travel Card</td>
<td>☐ Resident Citizen ID Card (Form I-179)</td>
</tr>
<tr>
<td></td>
<td>☐ Native American Tribal Document</td>
<td></td>
</tr>
<tr>
<td></td>
<td>☐ Canadian Driver's License</td>
<td></td>
</tr>
</tbody>
</table>

---

**NOTE:** APPLICATION MAY BE PRINTED SINGLE SIDED OR DOUBLE SIDED
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 as contained in the applicable Orders and Instructions applicable to my possession of an Identification Badge:

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, attempting to enter, or present 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 a passenger screening checkpoint 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, understand, and will comply with the above security procedures as well as the Orders and Instructions applicable to my possession of an Identification Badge, and have been provided the opportunity to have my questions answered. I acknowledge my security responsibilities under 49 CFR 1540.105(a). I further understand that failure to comply with any applicable security procedure may result in revocation of my Identification Badge or key (y) which means I will lose access to security controlled areas of the airport and I may not be escorted.

Applicant's Initials: __________________

Section IV - Criminal History

Public Law 107-71 (49 USC 41412) 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. Fingerprint Case Number: _______________
- 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.

Rap Back Enrollment: Yes  No ___________________ If Yes, Provide Rap Back No:

By checking “YES” I am certifying enrollment of the applicant into the FBI Rap Back Program as managed through the Air Carrier identified below. If enrolled in the FBI Rap Back Program, I certify and attest that I will provide notification of any disqualifying criminal offense as listed in TSR 1544.229 or 1544.230 related to the applicant to the Pass and ID Office or Airport Operations within 24 hours of discovery.

Air Carrier: __________________________ Certification Official Name (Print): __________________________

Certification Official Signature: __________________________ Date: __________________________

Title: __________________________ Date: __________________________

The Transportation Security Administration requires the Airport 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: __________________________

08/15/2019  LAST NAME: __________________________ FIRST NAME: __________________________

SAMPLE FORM FOR REFERENCE ONLY
Section V – Company Information and Certification

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.

Special Endorsements:
Gate Agent – Required for jet bridge door timed override for unloading and loading operations. □ Yes □ No
Escort Authority – Required to escort un-bagged 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

***Endorsement Justification for Escort / Command Post Request:

Airfield Driving Privileges:
Non-Movement Area (Basic driver permit required for all persons driving inside the security fence line) □ Yes □ No
Movement Area (Advanced Permit required for all persons requesting access to the runways or taxiways) □ Yes □ No

I hereby certify and attest that the individual applicant i) has a specific need for unescorted access authority; and ii) acknowledges their security responsibilities under 49 CFR 1546.115(a).

Certification Official Name (Print): _____________________________ Title: ___________________________
Certification Official Signature: __________________________________ Date: ______________________

Section VI – Training Endorsements

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

Non-Movement Area
Training video required for all persons driving inside the security fence line. □ Yes □ No Date: __________________ By: __________

Advanced Movement Area
Training class provided by Airport Operations required for initial training of all persons requesting access to runways or taxiways. □ Yes □ No Date: __________________ By: __________

Movement Area
Training video required for Initial and recurrent training of all persons requesting access to runways or taxiways. □ Yes □ No Date: __________________ By: __________

08/15/2019 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


Purpose: The Department of Homeland Security (DHS) will use the biographic information to conduct a security threat assessment. Your fingerprints and associated information 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 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 your fingerprints for enrollment into US-VISIT Automated Biometric Identification System (IDENT). DHS may provide your name and SSN to the Social Security Administration (SSA) to compare that information against SSA records to ensure the validity of the information.

Routine Uses: In addition to those disclosures generally permitted under 5 U.S.C. §52a(b) of the Privacy Act, all or a portion of the records or information contained in this system may be disclosed outside DHS as a routine use pursuant to 5 U.S.C. §52a(b)(3) including 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 TSA system of records notice (SORN) DHS/TSA 002, Transportation Security Threat Assessment System. For as long as your fingerprints and associated information 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: Pursuant to § 1934(c) of the FAA Reauthorization Act of 2018, TSA is required to collect your SSN on applications for Secure Identification Display Area (SIDA) credentials. For SIDA applications, failure to provide this information may result in denial of a credential. For other aviation credentials, although furnishing your SSN is voluntary, if you do not provide the information requested, DHS may be unable to complete your security threat assessment.

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: __________________________

08/15/2019  Page 4 of 4
SAMPLE FINGERPRINT APPLICATION

Metropolitan Washington Airports Authority
Fingerprint Application Required by TSA Regulations

Fingerprint Collected by _________ (initials)  Fingerprint Collected by _________ (initials)

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

Federal regulations under 49 CFR 1542.209 (b) impose a continuing obligation on you to inform 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 a 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

REPORT OF UNACCOUNTED BADGE

Please print clearly

NAME: ____________________________________________

ADDRESS: ____________________________________________ (LAST) (FIRST) (MI)

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
Code of Federal Regulations 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 ( ) CREDIT CARD ( ) COMPANY OR ( ) PERSONAL

( ) MONEY ORDER ( ) 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