



BADGE RENEWAL REQUEST

AIRPORT PROCEDURE AND RESPONSIBILITY REVIEW

1. **Airport access is a privilege.** Badges and keys are the property of the State of Alaska and must be surrendered upon demand any time Airport Management believes that it is in the best interest of Aviation Safety & Security.
2. You must **visibly display your badge** on the outermost garment waist or above at all times while in the AOA or SIDA. You must **“challenge”** individuals who are not displaying an Airport Badge.
3. Your badge and keys are not transferable between employees and cannot be shared or loaned to any other person.
4. If you have **escort privileges** for non-badged persons: do not escort more persons than you can control and ensure those you are escorting understand that they **must remain within sight and auditory range**.
5. Upon termination of employment, your badge must be returned to Airport Management or the Authorized Signatory.
6. You agree to **maintain your driver license** in good standing at all times and if it is suspended, revoked, renewed or expired, you will notify Airport Management immediately.
7. **Immediately notify Airport Management of loss or theft** of your badge, keys and/or other airport access media. A written account of loss or theft and a payment of \$50 are required before a badge will be reissued or renewed.
8. Federal Regulation 49 CFR Part 1520 **restricts divulging Sensitive Security Information (SSI)**, such as that discussed in the badging process. You are to take reasonable steps to safeguard SSI and provide information only to persons who have the credentials and/or have a need to know.
9. While entering or exiting the Airport you shall **ensure that doors and gates close securely** behind you and no one gains illegal entry.
10. Understand your airport access restrictions and report any suspicious activity or persons to Airport Management or the local Police.
11. **SIDA Badge holders-** Federal regulations under 49 CFR Part 1542.209 imposes a continuing obligation that you will disclose to Airport Management within 24 hours if convicted of any disqualifying criminal offense that occur while you have unescorted access authority.
12. **Southeast Region Badge holders-** before accessing the airport AOA, you must identify yourself to the Airport Manager. Competency must be demonstrated before any unescorted access is allowed. If driving on the AOA is requested a current (or recurrent) training record must be produced for area needing access.

I, _____, request to have my Airport Badge renewed. I understand and will comply with the requirements listed above and failure to do so may result in the loss of airport privileges. I will be responsible for any fines, civil sanctions, and/or prosecution resulting from a security infraction, violation, or security breach. I will review my previous application to confirm that all biographical data is correct.

I certify there have not been any changes to my biographical data, including I-9 identifications.

There are biographical changes to my application and a new application will be completed prior to renewal.

Applicant Signature _____

Date _____

Trusted Agent Signature _____

Expired Badge Returned

YES NO (See #7 above)