

### 3. Review of Eligibility and Identity Verification

## Review of Eligibility and Identity Verification

Documents must be examined and recorded below by the airport security staff. Documents examined must be:  
One document from List A OR one document from List B and one document from List C.

Applicant's Name: \_\_\_\_\_

<u>List A</u> <b>Documents that Establish Both Identity &amp; Employment Eligibility</b>	or	<u>List B</u> <b>Documents that Establish Identity</b>	and	<u>List C</u> <b>Documents that Establish Employment Eligibility</b>
<ol style="list-style-type: none"> <li>1. U.S. Passport (unexpired or expired)</li> <li>2. Permanent Resident Card or Alien Registration Receipt Card (Form 1-551)</li> <li>3. An unexpired foreign passport with a temporary 1-551 stamp</li> <li>4. An unexpired Employment Authorization Document that contains a photograph (Form 1-766, 1-688, 1-688A, 1-688B)</li> <li>5. An unexpired foreign passport with an unexpired Arrival-Departure Record, Form 1-94, bearing the same name as the passport and containing an endorsement of the alien's nonimmigrant status, if that status authorizes the alien to work for the employer</li> </ol>		<ol style="list-style-type: none"> <li>1. Driver's license or ID card issued by a state or outlying possession of the United States provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address</li> <li>2. ID card issued by Federal, state, or local government agency or entities provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address</li> <li>3. School ID card with a photograph</li> <li>4. Voter's registration card</li> <li>5. U.S. Military card or draft record</li> <li>6. Military dependent's ID card</li> <li>7. U.S. Coast Guard Merchant Marine Card</li> <li>8. Native American tribal document</li> <li>9. Driver's license issued by a Canadian government authority  For persons under the age of 18 who are unable to present a document listed above</li> </ol>		<ol style="list-style-type: none"> <li>1. U.S. Social Security card issued by the Social Security Administration (<i>other than a card stating it is not valid for employment</i>)</li> <li>2. Certification of Birth Abroad Issued by the Department of State (<i>Form FS-545 or Form OS-1350</i>)</li> <li>3. Original or certified copy of a birth certificate issued by a state, county, municipal authority, or outlying possession of the United States bearing an official seal</li> <li>4. Native American tribal document</li> <li>5. U.S. Citizen ID Card (<i>Form 1-197</i>)</li> <li>6. ID Card for use of Resident Citizen in the United States (<i>Form 1-179</i>)</li> <li>7. Unexpired employment authorization document issued by DHS (<i>other than those listed under List A</i>)</li> </ol>
		<ol style="list-style-type: none"> <li>1. School record or report card</li> <li>2. Clinic, doctor, or hospital record</li> <li>3. Day-care or nursery school record</li> </ol>		

**In Addition To The Above Documentation, The Following Must Be Provided for Non-US Citizens, US Citizen Born Abroad or Naturalized Citizens**

<u>NON-U.S. CITIZENS</u>
Alien Registration # _____ or I-94 Arrival/Departure Form # _____  *Non-Immigrant Visa # _____ (*If issued, must provide #)

<u>U.S. CITIZEN BORN ABROAD OR NATURALIZED US CITIZEN</u>
US Passport # _____ or Certificate of Naturalization # _____ or DS-1350 (Certification of Birth Abroad) _____

**This Section For Airport Security Use Only**

<u>List A</u>	<u>List B</u>	<u>List C</u>
Document Type: _____	_____	_____
Issuing Authority: _____	_____	_____
Document #: _____	_____	_____
Expiration: _____	_____	_____
Airport's TA Initial: Verifying Documents _____	Submitting Bio Info. _____	Issuing Badge _____

# Walla Walla Regional Airport Badge Application

## BADGE APPLICATION-TO BE COMPLETED BY APPLICANT

PROVIDE ACCEPTABLE DOCUMENTS TO VERIFY ELIGIBILITY AND IDENTITY VERIFICATION TO RECEIVE A BADGE. PLEASE PRINT OR TYPE IN BLACK OR BLUE INK. INCOMPLETE APPLICATIONS WILL BE RETURNED.

Type of Badge Requested: AOA \_\_\_\_\_ SIDA \_\_\_\_\_ AOA/SIDA \_\_\_\_\_ (Fingerprints and SSN # required for SIDA and SIDA/AOA)

Status (Choose One): Lessee (Airport Tenant) \_\_\_\_\_ Non-Tenant \_\_\_\_\_ Vendor/Services \_\_\_\_\_ Flight School \_\_\_\_\_

Please Print Full Legal Name As Stated On Your Government Issued Identification

Last Name: \_\_\_\_\_ First and Middle Name: \_\_\_\_\_

List All Possible Legally Used Alias Including Maiden Names You Have Used Starting With The Most Recent. If You Have Additional Alias Please Use An Additional Sheet Of Paper.

Alias Last Name: \_\_\_\_\_ Alias First Name: \_\_\_\_\_ Alias Middle Name: \_\_\_\_\_

Current Home Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Country/ Place of Birth: \_\_\_\_\_  
Month/ Day/Year (City & State or City & Country)

Citizenship Country: \_\_\_\_\_

Gender: M F Drivers License #: \_\_\_\_\_ State/Expiration Date: \_\_\_\_\_

Company/Job Title/Position: \_\_\_\_\_

Airport Lessee - Hangar Number and N No.: \_\_\_\_\_

Height: \_\_\_\_\_ Weight: \_\_\_\_\_ Hair Color: \_\_\_\_\_ Eye Color: \_\_\_\_\_

Home Phone No.: \_\_\_\_\_ Work Phone No.: \_\_\_\_\_ Cell Phone No.: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

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 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). I also understand the Federal Regulations under 49 CFR 1542.209/1544.229 impose a continuing obligation to disclose to the airport operator within 24 hours if I am convicted of any disqualifying criminal offense.

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

### Privacy Act Notice

**Authority:** 6 U.S.C. 1140, 46 U.S.C. 70105; 49 U.S.C. 106,11,5103a, 40103(b)(3), 40113, 44903, 44935-44936, 44939, and 46105; the Implementing Recommendations of the 9/11 Commission Act of 2007, 1520 (121stat. 444, Public Law 110-52, August 3, 2007); and Executive Order 9397, as amended.

**Purpose:** The Department of Homeland Security (DHS) will use any biographical 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 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 the information.

**Routine Uses:** In addition to those disclosures generally permitted under 5 U.S.C. 522a(b) of the Privacy Act, all or a portion of the records or information contained in this system may be disclosed outside of DHS as a routine use pursuant to 5 U.S.C. 522a(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:** Furnishing this information (including your SSN) is voluntary; however, if you do not provide your SSN or any other information requested, DHS may be unable to complete your application for a security threat assessment.

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

**Social Security Number Verification For Security Threat Assessment Purposes**

I authorize the Social Security Administration to release my Social Security Number and full name to the Transportation Security Administration, Enrollments Services and Vetting Programs, Attention: Vetting Programs (TSA-10)/Aviation Worker Program, 6595 Springfield Center Drive, Springfield, VA 20598-6010.

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.

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

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

**TO BE COMPLETED BY APPLICANT WHEN BADGE IS RECEIVED**

I have received my Walla Walla Regional Airport ID Badge and I am aware of the Airport's Administrative Citation for security violations.

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

**BADGE#** \_\_\_\_\_

# Walla Walla Regional Airport AOA Access Card Agreement

In exchange for receiving an AOA access card, I hereby agree to the following:

1. I will not put any symbols or characters on the card that would identify its use at the Walla Walla Regional Airport (ALW).
2. If my card is lost, damaged, or stolen, I will IMMEDIATELY notify the Airport Security Coordinator and/or Airport Management immediately at either (509) 386-7695 or (509) 525-3100.
  - a. First replacement card is \$25.00.
  - b. Second replacement card is \$75.00.
  - c. Third replacement card is \$150.00.

***IF AIRPORT IS NOT IMMEDIATELY NOTIFIED OF A LOST OR STOLEN BADGE AND THE BADGE IS USED BY SOMEONE THAT CAUSES DAMAGE YOU MAY BE HELD LIABLE FOR FINANCIAL RESTITUTION.***

3. I understand that I must return the card to ALW within 48 hours of termination from employment or I may be charged a **fee of \$25.00.**
4. I understand that my proximity access card may be deactivated or revoked by Airport Security, Airport Management, or TSA if they feel the security or safety of the airport, aircraft or passengers is threatened.
5. This AOA badge will be cancelled upon card expiration or surrendered by the user.
6. I will **NOT** loan my card to anyone for any reason at anytime. I understand that loaning my card may cause the airport to deactivate or suspend my card access.

\_\_\_\_\_  
Print Name  
Badge Holder

\_\_\_\_\_  
Signature  
Badge Holder

\_\_\_\_\_  
Date

WITNESS  
RECEIPT OF AOA PROMITY BADGE AGREEMENT

\_\_\_\_\_  
Signature  
Witness

\_\_\_\_\_  
Date

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Print Name  
Badge Holder

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Date

WITNESS  
RECEIPT OF AOA PROMITY BADGE AGREEMENT

\_\_\_\_\_  
Signature  
Witness

\_\_\_\_\_  
Date

## WALLA WALLA REGIONAL AIRPORT Rules for General Aviation Ramp Access

1. Cost:
  - a. Hangar Tenants: Up to (2) complimentary access badges for the named Lessee on hangar lease. Any additional card will be assessed a \$25 card fee.
  - b. Non-Hangar Tenants: Assessed a \$25 card fee.
2. When entering the AOA, whether through vehicle or personnel gate, always ensure that the gate is closed and secure **prior** to driving or walking away.
3. When driving on the ramp area, please use the painted vehicle lane on the east side of the ramp, at all times. **Speed limit on the ramp is 15mph**. Watch for aircraft operating around the hangar areas. Watch for turning props and jet blast. Watch for aircraft flashing lights. Always YIELD to an aircraft.
4. Do not drive out near the taxiway. **IN NO EVENT CROSS THE SOLID YELLOW MOVEMENT AREA LINE!**
5. Stay within the area of your hangar or aircraft.
6. If you have hangars on both ends of the ramp, please refrain from driving across the ramp from one end to the other. Use A street to transition from the north to south or vice versa.
7. **IT IS UNLAWFUL TO ENTER ONTO THE COMMERCIAL RAMP.** This is a SIDA (Security Identification Display Area), area. STAY OUT. The SIDA is marked with solid red lines and reflected signs.
8. If you see anything or anyone suspicious on the ramp areas, contact Airport Security or Airport Management, or the Walla Walla County Sheriff's department immediately. See numbers below.
9. Do not try to physically stop or detain a suspicious person on the ramp. Keep in visual contact and try to verbally obtain information about the suspicious person as to why and how they gained access.
10. All pets must be kept in control at all times while on the AOA. (i.e.: leashes, kennels, etc.).
11. Please help in keeping the ramp area clear of F.O.D. (Foreign Object Debris). Pick up any trash or large rocks you see on the ramp. If you find a valuable item, i.e. wallet, watch, computer, jewelry, etc. contact airport security or airport management and drop off at the Port Administration office.
12. Airport Access Badges must be carried on your person, whenever you are on the ramp area.
13. Airport Access Badges are to be used only by the individual to whom it has been issued to. **Do not lend your Access Badge to anyone.** Access gained by using someone else's access badge is grounds for the Airport to revoke the issued individual's badge and access.
14. Those with an Airport Access Badge may escort up to, but not to exceed 5 people while on the ramp. Escorted person(s) must stay within close proximity to the badged escort.

**WALLA WALLA REGIONAL AIRPORT  
Rules for General Aviation Ramp Access**

15. IMMEDIATELY notify the Airport Security Coordinator and/or Airport Management if your card is lost, damaged, or stolen. **I understand a replacement card is \$25.00.**

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16. AIRPORT SECURITY IS EVERYONE’S RESPONSIBILITY. THANK YOU FOR KEEPING THE WALLA WALLA REGIONAL AIRPORT SAFE AND SECURE!

**Airport Security Coordinator— (509) 386-7695**

**Airport Manager— (509) 525-3100**

**Airport Operations On-Call – (509) 520-8303**

**Walla Walla Sheriff’s Dept. – 911**

**Walla Walla Tower— (509) 529-9750**

\_\_\_\_\_  
Print Name  
Badge Holder

\_\_\_\_\_  
Signature  
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**Airport Operations On-Call – (509) 520-8303**

**Walla Walla Sheriff’s Dept. – 911**

**Walla Walla Tower— (509) 529-9750**

\_\_\_\_\_  
Print Name  
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Date

**WITNESS**  
**RECEIPT OF AOA PROMITY BADGE AGREEMENT**

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