



AOA Application

**Barkley Regional Airport
Badge Application Form Instruction Sheet**
Please follow instructions below when filling out this form.

Please fill this application out on your computer, hand written applications **WILL NOT BE ACCEPTED**. If you do not have a computer you may come to Barkley Regional Airport and we will assist you. **THIS APPLICATION MUST BE DONE IN WORD FORMAT. DO NOT SCAN IN PDF OR OTHER APPLICATIONS.**

Fill in all blanks within the application.

If a field does not apply to please put N/A in that field.

When you have completed this application save it. To save Please follow instructions below:

To save,

Click FILE in the upper left corner of your screen. Then scroll down to save and click Save. Then rename your file as your name. Look to see where your file is going to be saved so you know where to find it later. Then click save on the pop up window.

DO NOT SIGN THE APPLICATION. The application will be signed at the badging office when you come in to do your photo for your badge.

You do not need to fill in the signatory block unless you have been to the badging office and completed the required signatory training.

ALL BADGE APPLICANTS WILL HAVE TO GO THROUGH DRIVERS TRAINING WITH THE DIRECTOR OF OPERATIONS BEFORE YOUR BADGE WILL BE ISSUED.

After you have saved the application go into your email and attach the completed application to an email and send it to carol@flybarkley.com

You will be contacted by phone when your background has been completed and you are ready to be badged.

Again, you will sign your application when you come in for your Photo for your badge.

Badging hours Vary Monday – Sunday. For an appointment contact Badging Office at carol@flybarkley.com or call (270)744-0521.

Please note: Only 30 day period to come and get your badge from the time you are called to come and have your photo made. After 30 days ,YOUR APPLICATION WILL BE REVOKED and 30 day waiting period commences before you can reapply for a badge.



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When you come in to sign your application and get your photo taken for your badge we would prefer you bring either **CURRENT DRIVERS LICENSE AND BIRTH CERTIFICATE OR BRING YOUR CURRENT PASSPORT**. However, if you do not have those, the following are acceptable forms of ID:

LIST OF ACCEPTABLE DOCUMENTS		
All documents must be UNEXPIRED		
Employees may present one selection from List A or a combination of one selection from List B and one selection from LIST C		
LIST A Documents that Establish Both Identity and Employment Authorization	LIST B Documents that Establish Identity	LIST C Documents that Establish Employment Authorization
<ol style="list-style-type: none"> 1. U.S.Passport or U.S. Passport card 2. Permanent Resident Card or Alien Registration Receipt Card (Form I-551) 	<ol style="list-style-type: none"> 1. Drivers 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 	<ol style="list-style-type: none"> 1. A Social Security account number card, unless the card includes one of the following restrictions: (1) NOT VALID FOR EMPLOYMENT AUTHORIZATION (2) VALID FOR WORK ONLY WITH INS AUTHORIZATION (3) VALID FOR WORK ONLY WITH DHS AUTHORIZATION
<ol style="list-style-type: none"> 3. Foreign passport that contains a Temporary I-551 stamp or temporary I-551 printed notation on a machine-readable immigrant visa 	<ol style="list-style-type: none"> 2. ID card issued by federal, state, or local government agencies or entities, provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address 	<ol style="list-style-type: none"> 2. Certification of birth abroad issued by the Department of State (Form FS – 545)
<ol style="list-style-type: none"> 4. Employment Authorization Document That contains a photograph (Form I-766) 	<ol style="list-style-type: none"> 3. School ID card with a photograph 	<ol style="list-style-type: none"> 3. Certification of report of birth issued by the department of state (Form DS – 1350)
<ol style="list-style-type: none"> 5. For a nonimmigrant alien authorized to work for a specific employer because of his or her status: <ol style="list-style-type: none"> a. Foreign passport: and b. Form I-94 or Form I-94A that has the following: <ol style="list-style-type: none"> (1) The same name as the passport; and (2) An endorsement of the alien’s nonimmigrant status as long as that period of endorcement has not yet expired and the proposed employment is not in conflict with any restrictions or limitations identified on the form. 	<ol style="list-style-type: none"> 4. Voters registration card 5. U. S. military card or draft record 6. Military dependents ID card 7. U. S. Coast Guard merchant Mariner card 8. Native American tribal document 9. Drivers license issued by a Canadian government authority 	<ol style="list-style-type: none"> 4. Original or certified copy of birth certificate issued by a state, county, municipal authority, or territory of the United States bearing and official seal 5. Native American tribal document 6. U. S. citizen ID card (Form I – 197)
<ol style="list-style-type: none"> 6. Passport from the Federated States of Micronesia (FSM) or the Republic of the Marshall Islands (RMI) with Form I-94 or Form I-94A indicating nonimmigrant admission under the Compact of Free Association Between the United States and the FSM or RMI 	<p>For persons under age 18 who are unable to present a document listed above:</p> <ol style="list-style-type: none"> 10. School record or report card 11. Clinic, doctor, or hospital record 12. Day-care or nursery school record 	<ol style="list-style-type: none"> 7. Identification card for use of resident citizen in the United States (Form I – 179) 8. Employment authorization document issued by the Department of Homeland Security
<p>Illustrations of many of these documents appear in part eight of the handbook for employers (M – 274). Refer to section 2 of the instructions, titled “Employer or With authorized Representative Review and Verification,” for more information about acceptable receipts.</p>		

WARNING: THIS RECORD CONTAINS SENSITIVE SECURITY INFORMATION THAT IS CONTROLLED UNDER 49 CFR PARTS 15 AND 1520. NO PART OF THIS RECORD MAY BE DISCLOSED TO PERSONS WITHOUT A “NEED TO KNOW,” AS DEFINED IN 49 CFR PARTS 15 AND 1520, EXCEPT WITH THE WRITTEN PERMISSION OF THE ADMINISTRATOR OF THE TRANSPORTATION SECURITY ADMINISTRATION OR THE SECRETARY OF TRANSPORTATION. UNAUTHORIZED RELEASE MAY RESULT IN CIVIL PENALTIES OR OTHER ACTION. FOR U.S. GOVERNMENT AGENCIES, PUBLIC DISCLOSURE GOVERNED BY 5 U.S.C. 552 AND 49 CFR PARTS 15 AND 1520.



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All information is to be typed. If certain data is not applicable, enter "NA" in the space provided. SSN and Date of Birth are required.

Name: Last First Middle Date of Birth:

Current Address: Street SSN:

City State Zip Phone #

Aliases (AKA) / Maiden Name Male Female

Height: Weight: Eyes: Hair: Race:

Employer:

Signatory Printed Name:

Signatory Signature Signatory Email Applicant Email

Place of Birth: City State/Province Country

Citizenship: Country Issuing Passport: Passport # Alien Registration #

Certificate of Birth Abroad:

This section to be completed by Airport Authority Staff.

Date of Fingerprint/CHRC Clearance: Findings: Findings By:

Date of STA/Background Clearance: Findings: Findings By: TSC

ID Badge Issue Date: Badge # Issuing T/A: Carol Creason

Badge Authorized Areas: AOA Badge Expiration Date: 12/31/



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Badge Issuance Tasking Checklist

- 1) Collect and transmit the biographical and biometric information used in the CHRC/STA

Carol Creason Name of T/A	Date
Signature of T/A	

- 2) Authorize the issuance of Identification Media

Carol Creason Name of T/A	Date
Signature of T/A	



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Fingerprint Application – Disqualifying Criminal Offenses

Below is a list of Disqualifying Criminal Offenses for Unescorted Access to Security Identification Display Areas (SIDA) at Barkley Regional Airport.

Disqualifying Criminal Offenses: An individual has a disqualifying criminal offense if the individual has been convicted, or found not guilty by reason of insanity, or any of the disqualifying crimes listed below in any jurisdiction during the 10 years before the date of the individual's application for unescorted access authority, or while the individual has unescorted access authority. The disqualifying criminal offenses are as follows:

- 1) Forgery of certificates, false making of aircraft, or other aircraft registration violations, 49 U. S. C. 46306
- 2) Interference with air navigation, 49 U. S. C. 46308
- 3) Improper transportation of hazardous material, 49 U. S. C. 46312
- 4) Airport Piracy, 49 U. S. C. 46502
- 5) Interference with flight crew members or flight attendants, 49 U. S. C. 46504
- 6) Commission of certain crimes aboard aircraft in flight, 49 U. S. C. 46506
- 7) Carrying a weapon or explosive aboard aircraft, 49 U. S. C. 46505
- 8) Conveying false information in threats, 49 U. S. C. 46507
- 9) Airport piracy outside the special aircraft jurisdiction of the United States, 49 U. S. C. 46502(b)
- 10) Lighting violations involving transporting controlled substances, 49 U. S. C. 46315
- 11) Unlawful entry into an aircraft or airport area that serves air carriers or foreign air carriers contrary to establish security requirements, 49 U. S. C. 46314
- 12) Destruction of an aircraft or aircraft facility, 18 U. S. C. 32
- 13) Murder
- 14) Assault with intent to murder
- 15) Espionage
- 16) Sedition
- 17) Kidnapping or hostage taking
- 18) Treason
- 19) Rape or aggravated sexual abuse
- 20) Unlawful possession, use, sale, distribution, or manufacture of an explosive weapon
- 21) Extortion
- 22) Armed or felony armed robbery
- 23) Distribution of, or intent to distribute, a controlled substance
- 24) Felony arson
- 25) A felony involving a threat
- 26) Felony involving:
 - i) Willful destruction of property;
 - ii) Importation or manufacture of a controlled substance;
 - iii) Burglary;
 - iv) Theft;
 - v) Dishonesty, fraud, or misrepresentation;
 - vi) Possession or distribution of stolen property;
 - vii) Aggravated assault;
 - viii) Bribery; or
 - ix) Illegal possession of a controlled substance punishable by a maximum term of imprisonment of more than one year
- 27) Violence at international airports, 18 U. S. C. 37
- 28) Conspiracy or attempt to commit any of the criminal acts listed in this paragraph

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Federal regulations under 49 CFR 1542.209(I) impose a continuing obligation for you to disclose to the airport operator within 24 hours if **YOU** are convicted of any disqualifying criminal offense that occurs while you have unescorted access authority.

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 knowingly and/or willfully giving a false statement on this application can be punished by a fine, imprisonment, or both.

(See section 1001 of Title 18 United States Code).

Release of Information

"I authorize the Social Security Administration to release my Social Security Number and full Name to the Transportation Security Administration, Office of Transportation Threat Assessment and Credentialing (TTAC), Attention: Aviation Programs (TSA-10)/Aviation Worker Program, 601 S. 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 representations that I know is false to obtain information from Social Security Records, I could be punished by a fine or imprisonment, or both."

Privacy Act Notice

Authority 49 U. S. C. § 114, 44936 authorizes the collection of this information.

Purpose: The Department of homeland security (DHS) will use the biographical information to conduct a security threats 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 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 U. S.-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, and 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 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 identification media.



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**AIRPORT SECURITY
ID BADGE ISSUANCE
ASSURANCES (AOA)**

The undersigned agrees to comply with all Airport, FAA, and Transportation Security Administration regulations pertaining with being issued and displaying and Airport Authority ID badge for the purpose of gaining unescorted access to and working within areas identified by the Airport Authority as a Security Identification Area (SIDA). I understand and agree that:

- 1) I must carry my AOA ID badge on my person while in the AOA of the airport and produce my AOA ID badge on request.
- 2) I will not permit any and badge/unauthorized person or vehicle to enter a secure or AOA area of the airport.
- 3) I will immediately report any un-badged/unauthorized person or vehicle I see in a secure or AOA area to an Airport Authority Law Enforcement Officer, Airport Administration, or Midwest aviation.
- 4) I will escort any and unbadged personnel that requires business within the AOA and keep them within a controlled range for the duration of their entry into the AOA.
- 5) Airport law enforcement may be contacted at (270) 744-0521 EXT 140 or by calling (270) 744-0521 and speaking to the Airport Administration Office.
- 6) I will not discuss SSI which is Sensitive Security Information which includes personal information, security incidents, and/or airport security measures with anyone without a need to know basis.
- 7) I will not allow a person or cause a person to circumvent any airport security measure. If I observe any activity which violates an airport security measure, I will contact the Airport Security Coordinator's at (270) 559-4849 or (270) 559-7242.
- 8) I will immediately report to Airport Security if my ID badge is lost or stolen. I agree to pay a \$25 fee to the Airport Authority for a replacement ID badge.
- 9) Should my ID badge become damaged, I will notify the Director of Airport Security and request a replacement ID badge at no charge. I am aware I must turn in my damaged ID badge before I can be issued a replacement.
- 10) I understand and agree that my failure to comply with these assurances as well as Airport Authority, FAA, and Transportation Security Administration security regulations will result in my ID badge being revoked and my AOA access privileges being terminated.
- 11) I will not drive or walk away from an opened gate/door and will stay with the gate/door until it is closed/secure.
- 12) When traveling as a passenger, I must access aircraft via TSA checkpoint and stay in the sterile gate area prior to boarding

By signing below I agree to comply with the **Barkley Regional Badge Issuance Assurances** as well as agree to the **Release of Information and Privacy Act Notice**. I Give my consent for Barkley Regional Airport Authority or its employees to run or use any information necessary for me to be cleared for the proper background checks to be issued an airport ID Badge. I agree that all information I have provided is true and accurate to the best of my knowledge and understand that any false information may result in criminal charges or failure for me to be issued my Barkley Regional Airport Identification Media.

Applicant's Printed Name

Applicant's Employer

Applicant's Signature

Date

Issued ID Badge Number

ID Issuer's Signature