



**MIAMI-DADE AVIATION DEPARTMENT**  
 Security Division – Credentialing Section  
 P.O BOX 025504, Miami, Florida 33102  
 Terminal D, 3rd Floor  
 Phone: (305) 876-7188

CREDENTIALING SECTION USE ONLY

Arrival: \_\_\_\_\_

Appt. Time: \_\_\_\_\_

Conf.: \_\_\_\_\_

**AIRPORT IDENTIFICATION BADGE APPLICATION**

ALL AREAS MUST BE TYPED AND COMPLETED UPON SUBMISSION. Signatures by the employee and authorized company representatives will only be accepted using blue ink. Miami-Dade Aviation Department (MDAD) will not accept this form if it is altered (use of correction fluid, torn, folded, bent or otherwise defaced). The application must be submitted within two weeks of the date it is signed by the authorized company representative(s).

Section I – Applicant Information						
Social Security Number: _____						
Last Name: _____		First Name: _____		Middle Name: _____		
LEGAL ALIASES INCLUDING MAIDEN NAME						
Last Name		First Name		Middle Name		
Race: _____	Gender: _____	Height: _____	Weight: _____ LBS	Eye Color: _____	Hair Color: _____	
Date of Birth: MM/DD/YYYY _____		Country of Birth: (Select State if Born in USA) _____		Country of Citizenship: _____		
<small>Acceptable forms of documents are listed below. Documents must be original, unexpired, issued by a government authority and at least one must have a photo (A copy of the presented documents must also be attached to application). If presenting two (2) forms of ID's (List B and C), ID's must be bearing identical name match. Individuals who are not U.S. Citizens, must have at least one of the following: Permanent Resident Card or Alien Registration Receipt (Form I-551), Employment Authorization Card, or Arrival-Departure Record (Form I-94) if individual is presenting an unexpired foreign passport containing an endorsement of the individual's non-immigrant status or non-immigrant visa. <b>New applicants</b> must present three (3) forms of ID's (one from each list below.)</small>						
List A		<b>*OR*</b>	List B		*AND*	List C
<input type="checkbox"/> US Passport _____ Exp. _____ <input type="checkbox"/> Naturalization Certificate # _____ <input type="checkbox"/> Perm. Res. Card _____ Exp. _____ <input type="checkbox"/> Employment Auth. Card _____ Exp. _____ <input type="checkbox"/> Non-Immigrant Visa _____ Exp. _____ <input type="checkbox"/> I-94# _____ Exp. _____ <input type="checkbox"/> Foreign Passport with I-551 Stamp #: _____ Country: _____ Exp. _____			<input type="checkbox"/> Driver's License: State: _____ # _____ <input type="checkbox"/> ID card issued by Federal, State or local gov't agencies with photo # _____ Exp. _____ <input type="checkbox"/> School ID card with photo <input type="checkbox"/> Canadian Driver's License # _____ Exp. _____		<input type="checkbox"/> Social Security Card <input type="checkbox"/> Birth Certificate issued by a State, County, Municipal Authority, or US Territory <input type="checkbox"/> Dept. of State Certification of Birth (FS-545) _____ <input type="checkbox"/> Dept. of State Report of Birth (DS-1350) _____	
Home Address: _____			City: _____		State: _____	Zip: _____
Phone Number: _____			Job Title: _____			
***U.S CUSTOMS AND BORDER PROTECTION USE ONLY***						
CBP Approval Signature: _____ (BLUE INK ONLY) Approval Date: ____ / ____ / ____ Comments _____						
***MDAD CREDENTIALING SECTION ACCESS CONTROL USE ONLY***						
SIDA Training Date: _____	Badge Number: _____	Badge Type: _____	Date Issued: _____	Expiration Date: _____	Applicant's Signature: _____	
ID Processed By: _____		Reason for GU/Reprint: _____		GU/Reprint Approved By: _____		
CREDENTIALING SECTION PAYMENT			VETTING APPROVAL			
Date: _____		Company Code: _____				
Payment Type: CHRC / ID	CHRC	ID	Lost Badge #: _____			
Receipt #: _____	_____	_____	_____	_____		
B M C A N	B M C A N	B M C A N	B M C A N			
REPLACEMENT (N/C) REASON _____			MIA CHRC Identifier: _____			
			CHRC Processor: _____			
			Re-sent Identifier: _____			
			CHRC Case #: _____			
			Results: CHRC: N P F M    STA: P F			
			CHRC Received Date: _____			
			STA Received Date: _____			

## Section II – Applicant’s Criminal History (Must check “Yes” or “No” for each item listed)

Persons seeking unescorted access to the Security Identification Display Areas (SIDA) or Sterile Areas of an airport and individuals performing security checkpoint screening functions at an airport and their supervisors are subject to the requirements of Title 49 of the Code of Federal Regulations, Parts 1542.209 or 1544.229. These requirements include a Criminal History Records Checks (CHRC). Indicate below, by checking “Yes” or “No” for each item listed, if you have ever plead guilty or nolo contendere (“no contest”), had adjudication withheld, been convicted or found not guilty by reason of insanity to any of the following:

Yes	No	Forgery of certificates, false marking of aircraft, and other aircraft registration violations	Yes	No	Aircraft piracy
Yes	No	Interference with air navigation	Yes	No	Murder
Yes	No	Improper transportation of a hazardous material	Yes	No	Assault with intent to murder
Yes	No	Felony involving violence at International Airports	Yes	No	Espionage
Yes	No	Interference with flight crew members or flight attendants	Yes	No	Sedition
Yes	No	Commission of certain crimes aboard aircraft in flight	Yes	No	Kidnapping or hostage taking
Yes	No	Carrying a weapon or explosive aboard an aircraft	Yes	No	Treason
Yes	No	Conveying false information and threats	Yes	No	Rape or aggravated sexual abuse
Yes	No	Unlawful possession, use, sale, distribution or manufacture of an explosive or weapon	Yes	No	Extortion
Yes	No	Lighting violations involving transporting controlled substances	Yes	No	Felony arson
Yes	No	Unlawful entry into an aircraft or airport area that serves air carriers or foreign air carriers contrary to established security requirements	Yes	No	Distribution of or intent to distribute a controlled substance
Yes	No	Destruction of an aircraft or aircraft facility	Yes	No	Armed or felony unarmed robbery
Yes	No	Aircraft piracy outside the special aircraft jurisdiction of the United States	Yes	No	Felony involving dishonesty, fraud, or misrepresentation
Yes	No	Felony involving possession or distribution of stolen property	Yes	No	Felony involving a threat
Yes	No	Felony involving willful destruction of property	Yes	No	Felony involving aggravated assault
Yes	No	Felony involving importation or manufacture of a controlled substance	Yes	No	Felony involving bribery
Yes	No	Felony involving burglary	Yes	No	Felony involving theft
Yes	No	Felony involving the illegal possession of a controlled substance punishable by a maximum term of imprisonment of more than 1 year	Yes	No	Conspiracy or attempt to commit any of the criminal acts listed on this <b>table</b>

The MDAD Airport Security Coordinator keeps confidential the criminal history record obtained from the FBI and uses it only for determining whether to issue an Airport Identification Badge (ID Badge). You may get a copy of your criminal history record sent by the FBI to the Airport Security Coordinator by submitting a written request within 30 days after being advised that your criminal history shows you are disqualified from being issued an ID Badge. If you believe that any information is inaccurate, you may directly contact the agency that reported the disqualifying conviction to correct your record. I understand that I have a continuing obligation under Title 49, CFR, Parts 1542.209 or 1544.229 to disclose to the airport operator within 24 hours if I plead guilty or nolo contendere (“no contest”) to, have an adjudication withheld, been convicted or found not guilty by reason of insanity to any of the disqualifying crimes listed on this application or the federal security regulations.

### Privacy Act Notice

**Authority:** 6 U.S.C. § 1140, 46 U.S.C. § 70105; 49 U.S.C. §§ 106, 114, 5103a, 40103(b)(3), 40113, 44903, 44935-44936, 44939, and 46105; the Implementing Recommendations of the 9/11 Commission Act of 2007, § 1520 (121 Stat. 444, Public Law 110-53, August 3, 2007); FAA Reauthorization Act of 2018, §1934(c) (132 Stat. 3186, Public Law 115-254, Oct 5, 2018), and Executive Order 9397 (November 22, 1943), as amended.

**Purpose:** The Department of Homeland Security (DHS) will use the information to conduct a security threat assessment. If applicable, 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). DHS will also maintain a national, Centralized Revocation Database (CRD) of individuals who have had airport- or aircraft operator-issued identification media revoked for noncompliance with aviation security requirements. Identification media revoked for non-compliance with aviation security requirements will promptly result in the individual being listed in the CRD for five years from the date the violation occurred. DHS has established a process to allow an individual whose name is mistakenly entered into the database to correct the record and have the individual’s name expunged from the database. If an individual who is listed in the centralized database wishes to pursue expungement due to mistaken identity, the individual must send an email to TSA at Aviation.workers@tsa.dhs.gov.

**Routine Uses:** In addition to those disclosures generally permitted under 5 U.S.C. § 552a(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. § 552a(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 will 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.

### Section III – Applicant’s Certification

I hereby submit this application to the MDAD Credentialing Section for an ID Badge and agree to the following:

1. To comply at all times with the security rules and policies of MDAD, including the provisions of Chapter 25 and the Transportation Security Administration (TSA), an agency of the United States, including the provisions of Title 49, CFR, Parts 1540,1542, and 1544.
2. My ID Badge cannot be transferred to another individual or used for any purpose by another individual; I will visibly display my ID Badge outside my garments on my upper body whenever I am in any area of the airport. **Proper Badge Display:** The badge must be continuously displayed in accordance with the Airport Security Program, on your outer most garments from the waist up.
3. I will not use my ID badge nor attempt to gain access to restricted areas of the airport outside of my official employer assigned work hours and duties; I will not aid nor participate in “piggy-backing” (allowing unauthorized access to secure or restricted areas) nor will I otherwise breach, disobey or disregard any security directive, plan or program at the airport; I will challenge any person who enters a secured/restricted area if the person does not properly display an ID Badge. If the person I challenge cannot produce a valid ID Badge, I will immediately notify the Miami-Dade Police Department or MDAD at (305) 876-0385.
4. I will immediately notify my Supervisor or MDAD of any unattended bag and/or suspicious activity.
5. **The ID Badge is the property of MDAD. MDAD reserves the right to revoke authorization for an ID Badge where such action is determined to be in the best interest of airport security. ID Badge must be returned immediately to MDAD Credentialing Section or the employer at the end of employment or upon notification that authorization has been revoked. Failure to comply within 24 hours is in direct violation of the Airport Security Program (ASP) and you can be subject to a potential \$10,000 Civil Penalty Fine assessed by the Transportation Security Administration (TSA) under title 49 of the Code of Federal Regulations (CFR) Part 1540.105; 49 USC 46301. The Credentialing Section will issue a receipt as proof of ID Badge return.**
6. I will immediately notify my employer if my ID Badge is lost or stolen. A non-refundable fee of \$75.00 will be assessed for the first replacement and \$100.00 for the second replacement within 24 months of original issuance. There will not be a replacement issued for a third time within 24 months of original issuance. The Security Credentialing Section will collect the fee before a replacement ID Badge is issued. Furthermore, a replacement ID Badge may only be issued if I declare in writing that the ID Badge has been lost, stolen, or destroyed.
7. In the event of any change in my employee status (i.e. transfer, job title), I will obtain a new ID Badge noting the change and return the original ID Badge.
8. I will immediately notify MDAD and/or my Supervisor if I am arrested of any of the crimes listed under Title 49, CFR, Parts 1542.209, or 1544.229.
9. Contractor Identification Badges are valid only within the construction site to which I am assigned by my employer, within those areas authorized by MDAD and only until the contract is closed out, suspended, or terminated.
10. Use of my ID Badge constitutes consent to search and monitoring at any area of the airport. **Screening Notice:** Any employee holding a credential granting access to a Security Identification Display Area (SIDA) may be screened at any time while gaining access to, working in, or leaving a Security Identification Display Area.
11. I will not post pictures of an airport-issued ID Badge on social media platforms that could enable an adversary to create fraudulent ID media and gain unauthorized access to Secured Areas, Sterile Areas, and Air Operations Areas (AOA) of TSA-regulated airports.

**I understand and agree to comply with the terms and conditions provided for in this application and agree to comply with any changes or amendments to the terms and conditions that may be imposed by MDAD. The information that I have provided on this application is true, complete, and correct to the best of my knowledge, 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 United States Code); (See also Title 49 of the Code of Federal Regulations, Sections 1540.103 and 1542.209)**

**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 20598-0610.**

**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, imprisonment, or both.**

Applicant’s Name \_\_\_\_\_ Social Security \_\_\_\_\_ Date of Birth \_\_\_\_\_

Applicant’s Signature \_\_\_\_\_ Date \_\_\_\_\_

(SIGN IN BLUE INK ONLY)

**Section IV – Access Requirements (to be completed by the employer)**

Check all of the following that apply:

New Applicant     Renewal/Replacement     Lost Badge     Damaged Badge     Federal & Local Law Enforcement

**Badge Type:**

Check the one that applies:

Green & Brown (Ramp & Cargo Access)     Green (Ramp Access only)     White with Concourse Access (Sterile Concourse Access)     Blue (MDAD Employee)     White (Terminal Public Access)  
 Brown & Green (Cargo & Ramp Access)     Brown (Cargo Access only)     Lime & Orange (Cargo Warehouse only)     Yellow (Contractor)     White & Blue (AOA Delivery Escort Required)

**Special Certifications:**

All special certification letters or additional job verification letters must be submitted within two weeks of the date it is signed by the authorized company representative(s).

CBP Seal (CBP Approval Required)     Extended Ajar (Letter Required)     Escort Authority (Letter Required)     LEO (Letter Required)     FIRE (Letter Required)

**Section V – Employer’s Certification**

I certify that this applicant is a direct employee of the company I represent, and all information provided by or on behalf of the Employer is true, accurate, and complete. I certify that: (1) I have verified the applicant’s identity by reviewing at least two forms of identification (one of which bears the applicant’s photograph); (2) the applicant has presented to the representative signed below that he or she has not been convicted of a crime identified in 49 CFR 1542.209 or 1544.229; (3) The Employer will immediately report to MDAD Credentialing Section any information that becomes available to us indicating that the applicant was arrested, indicted or convicted of one of the crimes identified in 49 CFR 1542.209 or 1544.229; (4) The ID Badge is the property of MDAD. The employer will immediately notify and return the employee’s ID Badge to the MDAD Credentialing Section if the employee’s employment is terminated, contract work at the Airport is completed or the employee’s ID Badge is being revoked. Failure to notify MDAD within 24 hours, collect and return the employee’s ID Badge to the MDAD Credentialing Section can subject the employer to a Civil Penalty of up to \$10,000, assessed by the Transportation Security Administration (TSA) in accordance with title 49 of the United States Code Service 49 USC 46301 (a) (6); (5) The Employer will immediately notify MDAD Credentialing Section if the applicant’s ID Badge is reported as being lost or stolen and; (6) I certify that the Employer has complied with, and will continue to comply with the provisions of Title 49, CFR, Parts 1540, 1542, and 1544. I also certify that the Employer will inform MDAD Credentialing Section if either of the following applies:

- (i) the applicant was unable to support statements made on the application form;
- (ii) there are significant inconsistencies in the information provided on the application; or
- (iii) information has become available to us indicating a possible conviction of the crime(s) listed in 49 CFR 1542. 209 or 1544.229.

I have read and understand the potential penalties described in this application for providing false or misleading information or failing to report as required.

Company Name: \_\_\_\_\_ Company Code: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Telephone Number: (\_\_\_\_\_) \_\_\_\_\_ Email Address: \_\_\_\_\_

Authorized Representative: \_\_\_\_\_ Title: \_\_\_\_\_  
(Print Name)

Authorized Representative’s Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
(SIGN IN BLUE INK ONLY) (APPLICATION EXPIRES 2 WEEKS FROM THIS DATE)

**NOTE: SIGNATURE MUST BE ORIGINAL IN BLUE INK. NO COPIES/STAMPS WILL BE ACCEPTED. ALL AREAS OF THIS APPLICATION MUST BE TYPED.**