



## SECURITY AND ID PERSONAL INFORMATION FORM

Please note that some information is voluntary. However, omission of this information may result in delays in processing your application.

**SCREENING NOTICE:** Any employee holding a credential granting access to a Security Identification Display Area may be screened at any time while gaining access to, working in, or leaving a Security Identification Display Area.

COMPANY INFORMATION			
EMPLOYER NAME	SPONSOR (if other than employer)		EMPLOYER TELEPHONE #
FULL LEGAL NAME REQUIRED (Including aliases/other names used)			
LAST NAME	FIRST NAME	MIDDLE NAME	
<b>ALIASES other legal names used, example name change, maiden name, etc. One-word names or nicknames are not acceptable (DO NOT LEAVE BLANK, if not applicable write N/A)</b>			
ALIAS 1 – (Last Name, First, Middle)	ALIAS 2 - (Last Name, First, Middle)		ALIAS 3 (Last Name, First, Middle)
PERSONAL INFORMATION			
STREET ADDRESS w/ APT # (P.O. Box allowed)		DAYTIME TELEPHONE #	EMAIL ADDRESS (If Applicable)
CITY			STATE      ZIP CODE
SOCIAL SECURITY #		DRIVERS LICENSE #	STATE ISSUED BY:
DATE OF BIRTH (MM/DD/YYYY)	GENDER (CIRCLE) Male      Female	PLACE OF BIRTH (City and US State or Country)	COUNTRY of CITIZENSHIP
PASSPORT INFORMATION (This information is voluntary and may expedite the adjudication process for applicants who are U.S. Citizens)			
PASSPORT COUNTRY	PASSPORT #		PASSPORT EXPIRATION
FOR INDIVIDUALS WHO ARE NOT US CITIZENS (If Applicable)			
Alien Registration # (9 digit)	I-94 departure # (11 digit)		Non-Immigrant Visa Control #
EYE COLOR	HAIR COLOR	ETHNICITY	
HEIGHT	WEIGHT		
<ul style="list-style-type: none"><li>The information I have provided is true 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 can be punishable by fine or imprisonment or both. (see Section 1001 of Title 18 of the United States Code)</li><li>I authorize the Social Security Administration to release my Social Security Number and full name to the Transportation Security Administration Intelligence and Analysis (IA), Attention: Aviation Program (TSA-10) / Aviation Worker Program, 601 South 12<sup>th</sup> Street, Arlington, VA 20598</li><li>I am the individual to whom the information applies and want this information released to verify that my SSN is correct. I know 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.</li></ul>			
SIGNATURE			DOB
SSN	FULL NAME	DATE	

**LIST OF ACCEPTABLE DOCUMENTS ---ONE OF WHICH MUST BE A PHOTO ID  
ONE FORM OF ID FROM LIST A & B, OR ONE FROM LIST A & C, OR ONE FROM LIST B & C**

**All documents must be UNEXPIRED**

LIST A	LIST B	LIST C
<ol style="list-style-type: none"> <li>1. U.S. Passport or U.S. Passport Card</li> <li>2. Permanent Resident Card or Alien Registration Receipt Card (Form I-551)</li> <li>3. Foreign passport that contains a temporary I-551 stamp or temporary I-551 printed notation on a machine-readable immigrant visa</li> <li>4. Employment Authorization Document that contains a photograph (Form I-766)</li> <li>5. For a nonimmigrant alien authorized to work for a specific employer because of his or her status:               <ol style="list-style-type: none"> <li>a. Foreign passport; and</li> <li>b. Form I-94 or Form I 94-A that has the following:                   <ol style="list-style-type: none"> <li>1) The same name as the passport; and</li> <li>2) An endorsement of the alien's nonimmigrant status as long as that period of endorsement has not yet expired and the proposed employment is not in conflict with any restrictions or limitations identified on the form.</li> </ol> </li> </ol> </li> <li>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.</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 agencies 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 Mariner Card</li> <li>8. Native American tribal document</li> <li>9. Driver's license issued by a Canadian government authority</li> </ol> <p align="center"><b>For persons under age 18 who are unable to present a document listed above:</b></p> <ol style="list-style-type: none"> <li>10. School record or report card</li> <li>11. Clinic, doctor, or hospital record</li> <li>12. Day-care or nursery school record</li> </ol>	<ol style="list-style-type: none"> <li>1. A Social Security Account Number card unless the card includes one of the following restrictions               <ol style="list-style-type: none"> <li>1) NOT VALID FOR EMPLOYMENT</li> <li>2) VALID FOR WORK ONLY WITH INS AUTHORIZATION</li> <li>3) VALID FOR WORK ONLY WITH DHS AUTHORIZATION</li> </ol> </li> <li>2. Certification of Birth Abroad issued by the Department of State (Form FS-545)</li> <li>3. Certification of Report of Birth issued by the Department of State (Form DS-1350)</li> <li>4. Original or certified copy of birth certificate issued by a State, county, municipal authority, or territory of the United States bearing an official seal</li> <li>5. Native American tribal document</li> <li>6. U.S. Citizen ID Card (Form I-197)</li> <li>7. Identification Card for Use of Resident Citizen in the United States (Form I-179)</li> <li>8. Employment authorization document issued by the Department of Homeland Security</li> </ol>

**ADDITIONAL DOCUMENT REQUIREMENTS**

**A. Individuals who are not U.S. citizens must provide:**

1. Alien Registration Number; or
2. I-94 Arrival/Departure Number

**B. Individuals who hold a non-immigrant Visa must provide it.**

**C. Individuals who are U.S. citizens born abroad or naturalized U.S. citizens must provide:**

1. U.S. passport (List A); or
2. Certificate of Naturalization; or
3. Certification of Birth Abroad, Form DS-1350 (List C)

**\*\*\*\*TO BE COMPLETED BY SECURITY AND ID OFFICE PERSONNEL ONLY\*\*\*\***

DOCUMENTS VERIFIED BY	DATE
BADGE ISSUED BY	DATE



## CRIMINAL HISTORY RECORDS CHECK DISQUALIFYING CRIMINAL OFFENSES

An individual has a disqualifying offense if the individual has been convicted of, or found not guilty of by reason of insanity, any of the disqualifying crimes listed in this paragraph in any jurisdiction a minimum of 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:

		Yes	No
1	Forgery of certificates, false marking of aircraft, and other aircraft registration violations in violation of 49 U.S.C. 46306.	<input type="checkbox"/>	<input type="checkbox"/>
2	Interference with air navigation in violation of 49 U.S.C. 46308.	<input type="checkbox"/>	<input type="checkbox"/>
3	Improper transportation of hazardous material in violation of 49 U.S.C. 46312.	<input type="checkbox"/>	<input type="checkbox"/>
4	Aircraft piracy in violation of 49 U.S.C. 46502.	<input type="checkbox"/>	<input type="checkbox"/>
5	Interference with flight crew member or flight attendants in violation of 49 U.S.C. 46504	<input type="checkbox"/>	<input type="checkbox"/>
6	Commission of certain crimes aboard aircraft in flight in violation of 49 U.S.C. 46506.	<input type="checkbox"/>	<input type="checkbox"/>
7	Carrying a weapon or explosive aboard aircraft in violation of 49 U.S.C. 46505.	<input type="checkbox"/>	<input type="checkbox"/>
8	Conveying false information and threats in violation of 49 U.S.C. 46507.	<input type="checkbox"/>	<input type="checkbox"/>
9	Aircraft piracy outside the special aircraft jurisdiction of the United States in violation of 49 U.S.C. 46502(b).	<input type="checkbox"/>	<input type="checkbox"/>
10	Lighting violations involving transporting controlled substances in violation of 49 U.S.C. 46315.	<input type="checkbox"/>	<input type="checkbox"/>
11	Unlawful entry into an aircraft or airport area that serves air carriers or foreign air carriers contrary to established security requirements in violation of 49 U.S.C. 46314.	<input type="checkbox"/>	<input type="checkbox"/>
12	Destruction of an aircraft facility in violation of 18 U.S.C. 32.	<input type="checkbox"/>	<input type="checkbox"/>
13	Murder.	<input type="checkbox"/>	<input type="checkbox"/>
14	Assault with intent to murder.	<input type="checkbox"/>	<input type="checkbox"/>
15	Espionage.	<input type="checkbox"/>	<input type="checkbox"/>
16	Sedition.	<input type="checkbox"/>	<input type="checkbox"/>
17	Kidnapping or hostage taking.	<input type="checkbox"/>	<input type="checkbox"/>
18	Treason.	<input type="checkbox"/>	<input type="checkbox"/>

		Yes	No
19	Rape or aggravated sexual abuse.	<input type="checkbox"/>	<input type="checkbox"/>
20	Unlawful possession, use, sale, distribution, manufacture of an explosive or weapon.	<input type="checkbox"/>	<input type="checkbox"/>
21	Extortion.	<input type="checkbox"/>	<input type="checkbox"/>
22	Armed or felony unarmed robbery.	<input type="checkbox"/>	<input type="checkbox"/>
23	Distribution of, or intent to distribute, a controlled substance.	<input type="checkbox"/>	<input type="checkbox"/>
24	Felony arson.	<input type="checkbox"/>	<input type="checkbox"/>
25	Felony involving a threat.	<input type="checkbox"/>	<input type="checkbox"/>
26	Felony involving willful destruction of property.	<input type="checkbox"/>	<input type="checkbox"/>
27	Felony involving importation or manufacture of a controlled substance.	<input type="checkbox"/>	<input type="checkbox"/>
28	Felony involving burglary.	<input type="checkbox"/>	<input type="checkbox"/>
29	Felony involving theft.	<input type="checkbox"/>	<input type="checkbox"/>
30	Felony involving dishonesty, fraud, or misrepresentation.	<input type="checkbox"/>	<input type="checkbox"/>
31	Felony involving possession or distribution of stolen property.	<input type="checkbox"/>	<input type="checkbox"/>
32	Felony involving aggravated assault.	<input type="checkbox"/>	<input type="checkbox"/>
33	Felony involving bribery.	<input type="checkbox"/>	<input type="checkbox"/>
34	Felony involving illegal possession of a controlled substance punishable by a maximum term of imprisonment of more than 1 year.	<input type="checkbox"/>	<input type="checkbox"/>
35	Felony involving violence at international airports in violation of 18 U.S.C. 37.	<input type="checkbox"/>	<input type="checkbox"/>
36	Conspiracy or attempt to commit any of the criminal acts listed on this page.	<input type="checkbox"/>	<input type="checkbox"/>

By signing below, I certify that I do not have any of the above listed disqualifying criminal offenses.

Also signing below indicates my understanding that I have a continuing obligation under Title 49, CFR, Parts 1542.209 and 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, have 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.

Also signing below indicates 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 United States Code.)

NAME (PRINT)	SIGNATURE	DATE
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## PRIVACY ACT NOTICE

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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 110-52, August 3, 2007); and Executive Order 9397, as amended.

**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 Biometrics 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. 522a(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. 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 is voluntary; however, if you do not provide the information requested, DHS may be unable to complete your application for a security threat assessment.

I HAVE READ AND UNDERSTAND THE PRIVACY ACT NOTICE ABOVE		
NAME (PRINTED )	SIGNATURE	DATE



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## UNESCORTED ACCESS TERMS AND CONDITIONS

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- I understand that this Airport Access Identification Badge is issued for my **Individual Use Only** and I will not under any conditions allow another individual to use it. *(City Ordinance 13-1-81)*
- I understand that this Airport Access Identification Badge remains the property of Austin Bergstrom International Airport (ABIA) and **Must Be Returned** to the Airport Security Coordinator or their designee upon demand, resignation, termination or at any time it is no longer required. *(City Ordinance 13-1-81)*
- If this Airport Access Identification Badge is lost or stolen, I will immediately notify Airport Communications at (512) 530-2242. *(City Ordinance 13-1-81)*
- I agree to secure my Airport Access Identification Badge in a safe location when I am not on duty in order to prevent theft. (Do not leave in vehicle where it is visible; do not hang on rear view mirror)
- I understand that replacement of any lost or stolen badge will result in a non-refundable payment of \$25.00 before an additional badge will be issued; the second lost badge will result in a non-refundable payment of \$50.00 and the third lost badge results in a non-refundable payment of \$75.00. There is also a \$15 non-refundable badge fee for all non-government employees and a \$25 deposit (refundable if badge is found and returned the badging office). A fourth lost badge could result in my inability to be issued an Airport Access Identification Badge.
- I understand that if I hold more than one Airport Access Identification Badge, because I work for more than one company at the airport, I will only use the badge for the job being worked. (i.e. while working for company A, I will use badge A and while working for company B, I will use badge B. I WILL NOT use badge B while conducting any work for Company A and vice versa. Doing so may result in the suspension, revocation, and/or denial of all Unescorted Access Identification Badges.
- I understand that any violation of the ABIA operations or security rules and regulations, Transportation Security Administration (TSA) Security Regulations, Federal, State, and Local Laws, may result in the suspension, revocation, and/or denial of this Unescorted Access Identification Badge.
- I understand and agree to properly display this Airport Access Identification Badge while in any restricted area, Airport Operations Area (AOA), or secured area. *(City Ordinance 13-1-82)*
- I agree to challenge all suspicious persons or any person not displaying proper identification while in the secured and restricted areas of the airport and agree to submit for inspection my Airport Access Identification Badge to any properly badged individual upon request.
- I will remain at all Airport Operations Area (AOA) gates and all Restricted, Sterile, and Secured Area doors until they are fully closed; and, I will remain at a door until Airport Security provides notice that I may leave, if an audible alarm sounds when I use an access system controlled door. *(City Ordinance 13-1-84)*
- I agree that I will not “piggyback” through any designated door or gate and will not allow anyone else to “piggyback” behind me. *(City Ordinance 13-1-81)*

I agree to immediately report any suspicious activity observed on ABIA property to Airport Security or local law enforcement – call 512-530-2242 (*on back of badge*)

I agree to comply with all ABIA Escort Procedures and will not conduct any escorts unless I am authorized to do so. (*City Ordinance 13-1-82*)

I agree that if I travel as a passenger I must access the sterile area through a TSA screening checkpoint with any property that I intend to carry onboard the aircraft and remain in the sterile area after entering.

I agree that I will not use my Airport Access Identification Badge to circumvent any required TSA screening processes of either persons or property entering the sterile or secured areas.

I understand that failure to return this Airport Access Identification Badge upon expiration, resignation, termination, or at any time that the Identification is no longer needed may result in my arrest and/or criminal and civil penalties. (*City Ordinance 13-1-81*) (*CFR 49 Part 1542.211*)

I understand that I may not drive on the AOA unless I have received proper training and authorization by the Airport. And, the vehicle I am driving must also be an authorized vehicle, approved by the Airport, with proper identification markings.

I understand that prior to receiving my Airport Access Identification badge I will have completed all training. If I have any questions, I will ask.

<b>I HAVE READ THE ABOVE AND UNDERSTAND THESE TERMS AND CONDITIONS.</b>		
NAME ( <i>PRINTED</i> )	SIGNATURE	DATE
<b>WITNESS</b>		
NAME	SIGNATURE	DATE