

PBI ID MEDIA APPLICATION – UNESCORTED ACCESS

PALM BEACH INTERNATIONAL AIRPORT / PALM BEACH COUNTY DEPARTMENT OF AIRPORTS

Applicant (Print Name): _____ is applying for a Department of Airports owned PBI Airport ID Media that will provide you access to certain areas of Palm Beach International Airport.

The U.S. Department of Homeland Security (DHS) and the Transportation Security Administration (TSA) requires that all individuals that request unescorted access to the Security Identification Display Area (SIDA) and Sterile Areas must submit to and pass a fingerprint-based Criminal History Records Check (CHRC) and Security Threat Assessment (STA) in compliance with 49 CFR 1542.

All security ID media, proximity cards, security access keys, parking cards and parking permits:

- A. Remains the property of the Department of Airports, and must be surrendered upon demand or when employment is terminated. Are in no way transferable, may not be duplicated, and will in no way be intentionally damaged by holder.
- B. Unaccounted for PBI ID Media must be immediately reported to the Department of Airports (DOA) Security Office (561) 471-7481 or (561) 471-7420. Employee will be responsible for replacement costs on identification media and employee parking permits.
- C. No security information may be released that may compromise the contents of PBI's "Airport Security Program".

Security Identification Media:

- A. Must be visibly worn on the outer most garment and above the waistline while in the Secured Area, Security Identification Display Area (SIDA) and Air Operations Area (AOA).
- B. ID Holders will challenge any person not displaying PBI identification media in AOA/Security Identification Display Area/ and Secured Areas. All security violations and airport security threats must be reported to Department of Airports (561) 471-7420.
- C. **Each person must enter Secured Area, SIDA, Air Operations Area (AOA), Sterile Area access points using their own access media. No Piggybacking. Multiple persons entering an automated access point on a single entry transaction is PROHIBITED. (unless otherwise approved by the Department of Airports)**
- D. **If your ID Media is revoked, suspended, expired or unaccounted for (lost) you may not be escorted in Secured Area, Sterile Area, SIDA, & Air Operations Area (AOA)(unless approved by DOA Security).**
- E. **Employees traveling as passengers on commercial flights must access the Sterile Area only through a TSA passenger screening checkpoint with any accessible property they intend to carry onboard the aircraft and must remain in the sterile area after entering. Employees shall not use their PBI ID to access secure doors while traveling as a passenger on commercial flights.**
- F. **Screening Notice: Any employee holding a credential granting access to a Sterile and/or Security Identification Display Area (SIDA) may be screened at any time while gaining access to, working in, or leaving a Sterile and/or SIDA. Airport ID's may not be used to circumvent any required security measures and / or inspections.**
- G. Will be used for official business purposes only unless otherwise approved by DOA.
- H. **Non compliance with airport security policies and airport rules and regulations may result in the suspension or permanent revocation of your airport ID Media.**
- I. **No Weapons** permitted in the Airport Terminal (includes sterile areas), Security Identification Display Area (SIDA) or Air Operations Area (AOA) unless in accordance with local, state or federal laws.

Employees Operating Motorized Equipment within secure areas of the Airport (Ramp or Movement Area Drivers Required)

- A. "Stop & Wait" – Driver will ensure that all vehicle and/or pedestrian gates close securely after each use. Vehicle gates must be secured/locked or must be attended at all times. Personnel monitoring gates are responsible to ensure persons utilizing these gates are in ID Media & vehicle compliance with the DOA and TSA regulations.
- B. Must ensure vehicle is marked with company's name, which are clearly visible from a distance.
- C. If a construction vehicle is not equipped with an overhead light bar or rotating light, it must have a visible construction flag in accordance with FAA regulations during daylight hours.
- D. If operating in any Air Traffic Controlled Areas, the operator must be in contact with the Air Traffic Control Tower via radio at all times (Movement Area Driver's Only).
- E. Must ensure all occupants are properly displaying identification media; if required, temporary vehicle passes must be visible in window and escorted by authorized personnel.

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To be completed by: APPLICANT / EMPLOYEE

(Last) (First) (Middle)

Alias or Maiden Name (if applicable)

Social Security Number _____ Date of Birth _____

Gender (M/F) _____ Race _____ Eye Color _____

Hair Color _____ Height _____ Weight _____

Place of Birth (city/state/ or Country) _____

Country of Citizenship _____

Alien Residency/EAD/US Passport/ Visa # (if applicable) _____

Date of Issuance _____ Date of Expiration _____

Current Home Address (No PO Box's) _____

City _____ State _____

Zip Code _____ Phone # (Home/Cell) _____

DRIVERS LICENSE INFORMATION

DL/ID# _____ State _____ Expiration Date _____

Vehicle License Plate # _____ State _____
(if applicable for employee parking)

DOA OFFICIAL USE ONLY

FEE's: New ID Media, Annual, Reprint or Non-Returned

Amount due: \$ _____

C/C M/O or Cashier Check Billable company

Transaction/Check #: _____

TA Intake Initials (FPrints): _____ Date: _____

CHRC/STA CLEARANCE

FCN # _____ STA Results PASS / FAIL

Advised on: _____ TA _____
DATE INITIALS

Notes: _____

To be completed by: Authorized Signatory

Company Name: _____

If Sub-Tenant Primary Tenant: _____

MEDIA ACTION

New Renew Replacement (ID #) Contractor

ESCORT AUTHORIZATION

Escort Authorized Approved? NO YES

If yes, Escort Responsibility Agreement Required _____

SECURE AREAS OF ACCESS

White (Terminal/Concourse) Gold (AOA)

Purple (SIDA/Secured/Ramp) Blue (Unlimited)

Employee Parking Terminal Only (FEE\$)

Black (Emergency Staff) AS (no ID media)

DRIVING PRIVILEGES

NO DRIVER NON-MOVEMENT (Ramp Driver)

MOVEMENT DRIVER (Advanced) Job duty: _____
(Valid DL / Driver Cert Letter / Movement Dr. Test 100%)

AUTHORIZED SIGNATORY (AS)

****Immediate notification must be submitted by hand delivery or phone 561-471-7420, when an individual's access authority has been terminated, limited, lost or stolen, or when there is reason to believe any unauthorized individual is otherwise capable of accessing secured areas. 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 can be punished by fine or imprisonment or both (See Section 1001 of Title 18 of the United States Code).**

Authorized Signer Signature

Signatory Printed Name _____ **DATE (2 weeks or less)**

DOA OFFICIAL USE ONLY

_____**Redo Security Training** _____**Redo Drivers**

BASIC / ADVANCED BASIC / ADVANCED

Violation/Notes: _____

Project/Template: _____

ID DETAILS

DOI: _____ DOE: _____ TA Initials issuing ID: _____

ID# _____ PROX#: _____

PIN #: _____ Parking #: _____

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EMPLOYEE’S RESPONSIBILITIES:

*Applicant must read and sign the Criminal History and Records Check (CHRC) and Security Threat Assessment (STA) application, which provide’s a list of the disqualifying crimes, Social Security and Privacy Act Notice before submitting biographical information.

*Employees have a continuing obligation to disclose to the airport operator within 24 hours if he or she is convicted of any disqualifying criminal offense that occurs while he or she has unescorted access authority.

*If the individual has questions concerning the results of the CHRC, the Airport Security Coordinator is the point of contact. They can be reached at the Department of Airports-Security Office.

*If the FBI CHRC discloses information that would disqualify an individual from receiving or retaining unescorted access authority and the individual believes there may be an error in the CHRC, the individual must notify the airport operator within 30 days of their intent to correct any information they believe to be inaccurate. It is the individual’s responsibility to correct any areas they believe are not accurate in the CHRC.

* I have received training and/or been provided information in accordance with TSA Rules & Regulations 49CFR 1542.213 regarding the SIDA / Sterile Area / Secured Area and/or AOA.

*I have read, understand, and will comply with the airports security regulations. Violators of PBC Department of Airports Security Regulations and/or Applicable Code of Federal Regulations are subject to all penalties and fines that may be levied by the DOA or Transportation Security Administration, or other applicable government agency.

*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 can be punished by fine or imprisonment or both (See Section 1001 of Title 18 of the United States Code).

EMPLOYEE SIGNATURE: _____ **DATE:** _____

Emergency Contact: Employee may wish to provide (Voluntary): Name: _____

Phone #'s: _____ Relationship: _____

AUTHORIZED SIGNATORY – I hereby attest the Applicant receiving the Airport ID Media has a specific need for unescorted access authority to secure areas identified on this application & the Applicant acknowledges their security responsibilities under 49 CFR 1540.105(a).

AUTHORIZED SIGNATORY (Sign): _____ **DATE:** _____

DOA OFFICIAL USE ONLY

ORIENTATION/SECURITY: TRAINING DATE: _____ Instructor: _____

ADVANCED SECURITY: TRAINING DATE: _____ Instructor: _____

DRIVERS TRAINING: BASIC (Non Movement): Score: _____ ATTEMPT# _____

ADVANCED (Movement): Score: _____ ATTEMPT# _____

Driving Instructor: _____ DATE: _____

Ride-a-long (Ops/Date): 1. _____ 2. _____