

Directions for Completing the Badge Application

Section 1 – Applicant Information

1. All applicants must complete this section.
2. Complete the boxes through place of Birth. (approx. middle of Section 1)
3. If were born in the United States, go to email address. (near the bottom of Section 1)
4. If you were not born in the United States, complete the green and blue shaded areas under place of birth.
5. Leave grey shaded boxes blank. They are for Administration to complete.

Section 2 – Company / Signatory Authorization

1. If you are applying for a badge to gain access to the T-Hangar area, the St. Cloud Regional Airport will be your Signatory. This includes tenants that have a T-Hangar agreement with the airport. This includes flying clubs. Please fill in the following:
 - a. Sponsoring Company will be St. Cloud Regional Airport
 - b. Check the box for AOA (Airport Operations Area) and AOA Driver.
 - c. You are allowed to escort others inside the fence with you, which will be covered in the training. If you have a family member that will be inside the fence without you at anytime, they will also need to apply for a badge.
 - d. Airport Administration will fill out the remaining boxes in Section 2
2. If you are applying for a badge needed for employment or as part of an organization, please have the authorized signor of the business or organization fill out this section. Examples of a business or organization that should complete Section 2 for the applicant are: Fixed Base Operators, Civil Air Patrol, SCSU Aero Club, etc.
 - a. The Signatory will be the manager or equivalent that will vouch for the applicant needing a badge.
 - b. “Sponsoring company” box is filled out if the name of the business is different from the parent company name. Otherwise leave it blank.
 - c. Unless you have a need to be on the SECURED/SIDA area (map attached), check the AOA box. For example, those that DO have a need to be in the SECURED/SIDA are typically are providing a service to an air carrier (like fuel, de-icing, etc.).
 - d. Signatory should not complete Section 2 until Section 1 is completed by applicant.
 - e. For the Signatory (not the applicant):
 - i. Do you want them to have the ability to escort other people that do not have badges? If yes, check the “Escort Authority” box.
 - ii. Do you want the applicant to have the ability to drive on the AOA or in the SECURED/SIDA area? If yes, check the “AOA Driver” box.
 - iii. You can check both boxes if you want them to have escort authority and the ability to drive on the AOA.

Section 3 – Privacy Act Notice

1. All applicants must initial this section

Section 4 – Social Security Number Release

1. This section must be completed by all applicants, regardless of which box you check.
2. You are not required to provide your social security number. However, it may slow down or possibly disqualify you from obtaining a badge. It will not automatically disqualify you.
3. Your SSN will be filed and locked in the airport administration office. When no longer needed, it is shredded.
4. You are still required to print your name and sign regardless of whether you provide your SSN.

Section 5 – Disqualifying Offenses

1. If you are applying for only applying for an AOA badge (see section 2), you DO NOT need to complete this section.
2. If you are applying for SECURED/SIDA badge (see section 2), you NEED to complete this section.
 - a. When finished checking the boxes, it must be signed and dated.

Section 6 – Terms and Conditions of Badge Holder (To be completed AFTER training)

1. This should not be completed until after training.
 - a. See #4 under “Process for Obtaining Airport Access Badge” below for training information.
2. This section will be initialed by the applicant once training has been received and airport administration will fill out the rest of the sheet.

Process for Obtaining Airport Access Badge

Below is the anticipated process for obtaining an access badge for the St. Cloud Regional Airport

1. Complete the Fingerprinting and Badge Application.
 - a. Only those requiring access to the SECURED/SIDA area (attached map) will need to have a Criminal History Records Check (CHRC), which includes fingerprinting.
 - b. Those that only require AOA access will have a Security Threat Assessment (STA) completed.
 - i. This is basically bouncing your name against the Terror Watch List and the No Fly List (same as when you get on a commercial airliner).
2. Bring the completed application, along with required personal documentation, to the St. Cloud Regional Airport Administration office in the Airline Terminal Building.
 - a. Attached is a list of acceptable personal documentation (attached form I-9 List of Acceptable Documents). You must have one of the items in List A or one of the items in List B and one of the items in List C.
 - b. Airport Administration will check your personal documents against your application and make copies.
3. Once the application has been approved by airport administration, the applicant can go to City Hall, Human Resources Office on second floor, to obtain physical badge.
 - a. Those requiring fingerprinting can now go to St. Cloud Police Department for fingerprinting.
4. After receiving badge, the applicant will attend required training.
 - a. Training will take approximately an hour.
 - b. Training will consist of best practices on keeping the airport as secure as possible and will go over the various locations of where your badge will allow and not allow you to go.
 - c. There is no test. It is a relaxed environment. It will take place in the airline terminal building and training times and dates will be on the airport web site at www.stcloudairport.com
5. Once the training is completed, the badge will be activated.
6. This process must be completed by December 14, at which time the old gate cards will be turned off and the new ones turned on. After December 14, the old cards will no longer provide access inside the fence.