

APPLICATION FOR NEW ID BADGE

TENANT

**PLEASE SUPPLY ALL
INFORMATION IN**

YELLOW HIGHLIGHTED AREAS

THANK YOU



CITY OF NAPLES AIRPORT AUTHORITY

Applicant Name: _____

Last name

First name

Middle name

DATE

BY

Application Received

Fingerprints Submitted

STA

FPRC

TSA / FBI Response

Verified Documents/ID's

SIDA Training

Badge Issued:

Badge Returned:

CHRC Destruction Date:

Driver Access Required:

Movement Area

Non-Movement Area

Escort Access Required:

Yes

No escort privilege

Airfield Access Required:

All Airport (green)

SA/SIDA Only (blue)

GA Area (red)

Construction Areas (green)

Attachment A

NOTE: This Privacy Act Notice should not be marked as Sensitive Security Information when issued to an individual.

Privacy Act Notice

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

Purpose: DHS will use the biographical information to conduct a security threat assessment and will forward any fingerprint information to the Federal Bureau of Investigation to conduct a criminal history records check of individuals who are applying for, or who hold, an airport issued identification media or who are applying to become a Trusted Agent of the airport operator. DHS will also transmit the fingerprints for enrollment into the US-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: The 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, or adjudication of your application or in accordance with the routine uses identified in the Transportation Security Threat Assessment System (T-STAS), DHS/TSA 002.

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.

Signature: _____

Attachment B

List of Acceptable Identification Documents

Please supply one item from list "A", OR one item each from lists "B" & "C"

List A	OR	List B	AND	List C
<hr/> <p style="text-align: center;">Documents that Establish Both Identity and Employment Eligibility</p> <ol style="list-style-type: none">1. U.S. Passport (unexpired or expired)2. Certificate of U.S. Citizenship (USCIS Form N-560 or N-561)3. Certificate of Naturalization (USCIS Form N-550 or N-570)4. Unexpired foreign passport, with I-551 stamp or attached Form I-94 indicating unexpired employment authorization5. Permanent Resident Card or Alien Registration Receipt Card with photograph (USCIS Form I-151 or I-551)6. Unexpired Temporary Resident Card (USCIS Form I-688)7. Unexpired Employment Authorization Card (USCIS Form I-688A)8. Unexpired Reentry Permit (USCIS Form I-327)9. Unexpired Refugee Travel Document (USCIS Form I-571)10. Unexpired Employment Authorization Document issued by USCIS that contains a photograph (USCIS Form I-688B)		<hr/> <p style="text-align: center;">Documents that Establish Identity (UNEXPIRED)</p> <ol style="list-style-type: none">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 address2. ID card issued by Federal, State, or local government agency or entity provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address3. School ID card with a photograph4. Voter's registration card5. U.S. Military card or draft record6. Military dependent's ID card7. U.S. Merchant Marine / Coast Guard Card8. Native American tribal document9. Driver's license issued by a Canadian government authority <p style="text-align: center;">For persons under the age of 18 who are unable to present a document listed above</p> <ol style="list-style-type: none">1. School record or report card2. Clinic, doctor, or hospital record3. Day-care or nursery school record		<hr/> <p style="text-align: center;">Documents that Establish Employment Eligibility</p> <ol style="list-style-type: none">1. Social Security card issued by the Social Security Administration (other than a card stating it is not valid for employment)2. Certification of Birth Abroad Issued by the Department of State (Form FS-545 or Form DS-1350)3. Original or certified copy of a birth certificate issued by a State, county, municipal authority, or outlying possession of the United States bearing an official seal4. Native American tribal document5. U.S. Citizen ID Card (USCIS Form I-197)6. ID Card for use of Resident Citizen in the United States (USCIS Form I-179)7. Unexpired employment authorization document issued by USCIS (other than those listed under List A)

SECURITY IDENTIFICATION APPLICATION INFORMATION / PROCEDURES

1. This application must be typed, or clearly printed in ink, and all areas filled out completely, before it can be processed.
2. Any falsification of the information supplied within this application shall result in denial / revocation of the APF Airport Identification Badge.
3. Should you have any questions concerning the application, or the TSA/FBI Criminal Background Check, your point of contact is the Airport Security Coordinator, Ryan Frost Director of Operations. The alternate Airport Security Coordinator is Raul Estrada and Jack Tuers.
4. When returning the application for processing, you must bring two forms of identification. At least one of the two forms of identification must have been issued by a government authority and at least one must include a photo. A list of Acceptable Documents is attached to this application.
5. Per the NAA F-DOT approved Security plan, you are required to disclose to the Naples Airport Authority, within 24 hours, a conviction of any of the disqualifying criminal offenses, listed on page 2 of this application.
6. The issuance of this APF Airport Identification Badge limits your access to only those areas necessary for your employment, and any breach of security measures will result in the revocation of your APF Airport Identification Badge.
7. You may not enter any restricted areas without an escort, until a Security Threat Assessment has been completed and an Airport Identification ID has been issued.
8. By your signature below, you certify:
 9. That you have been provided with the list of disqualifying crimes per the NAA F-DOT approved security plan, and have not been convicted of any of the disqualifying crimes within the last 10 years.

That you authorize the City of Naples Airport Authority or your present employer to perform an employment history verification and that you authorize all of your former employers (up to ten years preceding the date below) and any other person or agency to furnish to your present employer and Naples Airport Authority, or its contracted agent, written and oral information pertaining to your service record, character and reason for leaving former employment.

That you release such former employers, persons or agencies, and the Naples Airport Authority, from any and all liability, which may be alleged to arise from the furnishing of such background information.

That you have been notified that you are subject to a fingerprint-based criminal history records check in accordance with the NAA F-DOT approved security plan, and may be subject to multiple submissions or re-submissions of same

You will take all reasonable and prudent steps to prevent my APF Airport Identification Badge from becoming lost or stolen and that you will immediately notify the Airport Security Coordinator if you lose possession of your APF Airport Identification Badge, so that steps can be taken for replacing it. **There is a \$50 nonrefundable fee for replacing or failing to return a badge.** You agree to return your APF Airport Identification Badge immediately upon termination of your lease. The APF Airport Identification Badge is the sole property of the Naples Airport Authority.

APPLICANT'S SIGNATURE: _____

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 punishable by fine or imprisonment or both (See Section 1001 of Title 18 of the United States Code).

I authorize the Social Security Administration to release my Social Security Number and full name to the Transportation Threat Assessment and Credentialing (TTAC), Attention: Aviation Programs (TSA-19)/Aviation Worker Program, 601 South 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 representation that I know is false to obtain information from Social Security Records, I could be punished by fine or imprisonment or both.

FULL NAME OF APPLICANT (printed): _____

APPLICANTS SIGNATURE: _____ **DATE:** _____

SSN _____ **DATE OF BIRTH:** _____

HAVE YOU EVER BEEN CONVICTED OF ANY OF THE BELOW LISTED OFFENSES?

Yes or No _____ **(If yes, please circle the appropriate number or numbers)**

(1) Forgery of certificates, false marking of aircraft, and other aircraft registration violation.	(19) Unlawful possession, use, sale, distribution, or manufacture of an explosive or weapon.
(2) Interference with air navigation.	(20) Rape or aggravated sexual abuse.
(3) Improper transportation of a hazardous material.	(21) Extortion.
(4) Aircraft piracy.	(22) Armed or felony unarmed robbery.
(5) Interference with flight crew members or flight attendants.	(23) Distribution of, or intent to distribute, a controlled substance.
(6) Commission of certain crimes aboard aircraft in Flight.	(24) Felony arson.
(7) Carrying a weapon or explosive aboard aircraft.	(25) Felony involving a threat.
(8) Conveying false information and threats.	(26) Felony involving willful destruction of property.
(9) Aircraft piracy outside the special aircraft jurisdiction of the United States.	(27) Felony involving the importation or manufacture of a controlled substance.
(10) Lighting violations involving transporting controlled substances.	(28) Felony involving burglary.
(11) Unlawful entry into an aircraft or airport area that serves air carriers or foreign air carriers contrary to established security requirements.	(29) Felony involving illegal possession of a controlled substance punishable by a maximum term of imprisonment of more than 1 year.
(12) Destruction of an aircraft or aircraft facility.	(30) Felony involving theft.
(13) Murder.	(31) Felony involving dishonesty, fraud or misrepresentation.
(14) Assault with intent to murder.	(32) Felony involving possession or distribution of stolen property.
(15) Espionage.	(33) Felony involving aggravated assault.
(16) Sedition.	(34) Felony involving bribery.
(17) Kidnapping or hostage taking.	(35) Violence at international airports.
(18) Treason.	(36) Conspiracy or attempt to commit any of the criminal acts listed in this paragraph.

BADGE #	
EXP. DATE	10/31/2019
PROX #	

NAPLES AIRPORT AUTHORITY

APPLICATION FOR:
AIRPORT ID AND/OR GATE ACCESS CARD

LAST NAME _____ **FIRST NAME** _____ **MIDDLE NAME** _____

HOME ADDRESS (Street- NO P. O. Box) _____ **CITY** _____ **STATE** _____ **ZIP CODE** _____

SEASONAL ADDRESS (Street- NO P. O. Box) _____ **CITY** _____ **STATE** _____ **ZIP CODE** _____

() _____ () _____ () _____
HOME PHONE _____ **SEASONAL PHONE** _____ **CELL PHONE** _____ **EMAIL ADDRESS** _____

_____ **M / F** _____
HEIGHT _____ **WEIGHT** _____ **GENDER** _____ **EYES** _____ **HAIR** _____ **RACE** _____

BIRTHDATE _____ **PLACE OF BIRTH** _____ **DRIVER'S LICENSE #** _____ **EXP. DATE** _____ **STATE** _____

EMPLOYER _____ () - _____
EMPLOYER PHONE NUMBER _____

ARE YOU A US CITIZEN YES NO
(PLEASE CIRCLE ONE) _____ **COUNTRY OF BIRTH** _____

ALIEN REGISTRATION NUMBER _____ **NON-IMMIGRANT VISA NUMBER** _____
(IF YOU ARE NOT A U.S. CITIZEN) (IF YOU ARE NOT A U.S. CITIZEN)

PASSPORT NUMBER _____ **COUNTRY OF ISSUE** _____ **I-94ARRIVAL DEPARTURE FORM NUMBER** _____
(IF YOU ARE NOT A U.S. CITIZEN OR WERE BORN ABROAD) (IF YOU ARE NOT A U.S. CITIZEN)

CLOSEST RELATIVE NOT LIVING WITH YOU (NAME & RELATION) _____ () - _____
PHONE NUMBER _____

APPLICANT SIGNATURE: _____

THE FOLLOWING TO BE READ & SIGNED BY THE AUTHORIZED SIGNATORY

- The Supervisor / Manager, upon receiving notification from one of their employees that an APF Airport Identification Badge has been lost or stolen, shall immediately report the loss to the Naples Airport Authority Security Coordinator.
- I acknowledge the responsibility of the employer I represent to ensure that this badge holder completely understands his/her responsibilities under our Airport Security Program and that he/she will receive training on the safety and security obligations of badge holders as defined by our Airport's Security Program and Federal Aviation Regulations.
- I acknowledge responsibility for any fines levied against the Naples Municipal Airport, which result from the failure of this badge holder to adhere to the requirements of our Airport Security Program.
- I certify that this badge holder has a continuous employment requirement to access restricted areas of the airport and that I will ensure that Naples Airport Authority is immediately notified if and when this access requirement is no longer valid. **(I understand that it is the responsibility of the employer to retrieve the APF Airport Identification Badge upon completion of employment by badge holder.)**
- I understand that as the Employer Delegated Authorized Signatory for this applicant, I am responsible for any charges incurred by the badge holder related to his / her ID badge.

*** APPLICANT – DO NOT SIGN HERE***

Signature of Authorized NAA Signatory: _____

Date: _____

IMPORTANT INFORMATION ABOUT NAA BADGES

- The ID badge must be displayed on the outer-most layer of your clothing, where it can be easily seen by airport personnel, whenever you are on the airport grounds. (Inside the fenced area. Not needed if you are in the parking lot or the General Aviation Terminal)
- The ID badge is the property of the Naples Municipal Airport. It **MUST** be returned to the airport when you cease renting hangar space or no longer have business at the airport. This is very important. It is a violation of federal law to retain an ID badge at an airport if you are not leasing space there.
- Report a lost ID badge to airport personnel **IMMEDIATELY**. There is a \$50 fee for lost badges, so please be very careful not to lose it.
- Please make note of the expiration date on your ID badge. While the airport makes every effort possible to notify you in advance when the ID badge needs to be renewed, it is ultimately your responsibility to make sure you are holding a current, non-expired ID badge whenever you are on airport grounds. Once an airport ID Badge is expired for more than 30 days, it cannot be renewed, and a new application will have to be submitted. While there is no charge for the 1st ID Badge & subsequent renewals, there is a \$50 charge for a new application after the ID Badge has expired.
- Display the “Ramp Access” sticker on the lower right side of your windshield. This sticker must be displayed whenever your vehicle is on the airport grounds.
- Be sure your four-way flashers are on whenever driving on ramp areas.
- Observe the posted speed limits on the ramp areas at all times.
- Do not leave your car unattended on ramp areas. Be sure to park it in your hangar or designated parking lots while it is unattended.

Signature: _____

Date: _____

Thank you in advance for your cooperation on these very important safety & security issues.

AIRCRAFT INFORMATION (IF APPLICABLE)

Hangar # T-Shelter # Tie-down # Aircraft # Make Model

Hangar # T-Shelter # Tie-down # Aircraft # Make Model

I hereby acknowledge full responsibility for all damages or injury to persons or property that may occur directly or indirectly as a result of the operations of any vehicle that may obtain access to the airport as a result of the use of this AIRPORT GATE ACCESS CARD or access obtained via a tenant operated gate. AS the recipient of Ground Vehicle training, I am further responsible for complying with all the Rules and Regulations of the City of Naples Airport Authority (copy available in the General Aviation Administrative Offices). Failure to comply with any rules, regulations, or directive of this Authority, its agents, Commissioners, or staff, may result in a fine, suspension and/or revocation of airport driving privileges or permanent gate closures at specific tenant facilities. I understand that if issued, **ALL AIRPORT GATE ACCESS CARDS** must be returned to the NAA upon lease or employment termination.

A maximum of two free ID Badges can be issued to any leaseholder. A fee of \$50.00 per additional ID Badge is charged.

Only one (1) ID Badge can be issued per person.

A replacement fee of \$50 per ID Badge is charged if lost or stolen.

Renewal of ID badge is free. ID's cannot be renewed if more than 30 days past expiration date. A new application must be submitted for a new ID Badge. A \$50 fee will apply for new applications 30 days after ID Badge expiration.

APPLICANT SIGNATURE: _____

LEASEHOLDER SIGNATURE (IF NOT APPLICANT): _____

Date:

**COMPLETE THIS PAGE
ONLY IF YOUR ID WILL
HAVE ACCESS TO THE
COMMERCIAL RAMP**

SIDA TRAINING

I, _____, have received SA/SIDA Training for the Naples Municipal Airport.

I hereby acknowledge and understand this training is a condition of my continued unescorted access on the SA/SIDA and authorization to have the APF SA/SIDA ID Badge.

I understand that if I lose my APF ID twice within a one (1) year period, I will lose the privilege of unescorted access to the SA/SIDA.

Signature

Date

SA/SIDA Instructor

Date

Airport Gate Access Information & FAR 139.329 Training

Read & Initial - ONLY APPLICANTS WITH VEHICLE ACCESS

Part A

- _____ Only approved and trained drivers with authorization may gain entry to the airport through a variety of specific gates, depending on the location and type of leasehold. Airport Gate Access Cardholders may gain entry only at the gate(s) for which their ID is programmed. Capital leasehold tenants may only enter their facility through their own gates and vehicles may not proceed on the ramp beyond 20 feet from in front of their building.
- _____ At all times, vehicles and pedestrians shall remain clear of all runways, taxiways and safety areas. Vehicles and pedestrians may not enter any runway, taxiway or safety area without proper escort by certified personnel. Please be aware of your location at all times and limit the amount of driving or walking you must do to an absolute minimum.
- _____ Cardholders must display their badge/Access card above the waist and on the outer most garments when inside the perimeter of the airport. Cardholders may escort up to (six) individuals.
- _____ The movement areas of the airport are restricted to those individuals that have completed a full airport Driver Certification Program. Access is strictly limited to those drivers operating vehicles who are authorized to communicate with the Tower. This Driver Training Program does not certify you to operate within the movement areas of the airport without proper escort.
- _____ After entering or exiting through a gate, vehicle operators must remain at the gate until it is fully closed. Do not tailgate a vehicle through a gate. If another driver follows your vehicle through a gate, please record the license plate number and immediately report the incident to airport staff.
- _____ Ground vehicle operators are not to exceed 15mph on the ramp or secure area. Operations within 50 feet of any aircraft are limited to a maximum of 5mph. Emergency four-way flashers must be turned on.
- _____ Vehicles may be parked in designated areas ONLY. Improperly parked vehicles and unattended vehicles will be towed at the owner's expense.
- _____ Ground vehicles must yield to operating aircraft, aircraft under tow and all emergency equipment.
- _____ Driving on the airport, airport apron and ramps is a privilege; this privilege may be revoked at any time for any reason. Violations and Enforcement actions will be handled in accordance with the approved Airport Rules and Regulations and FAA Approved Airport Certification Manual. Any and all fines issued to the airport by the FAA or TSA will be passed on to the tenant.

Airport Gate Access Information & FAR 139.329 Training

Read & Initial - ONLY APPLICANTS WITH VEHICLE ACCESS

Part B

-
- _____ I understand that vehicle operations must be controlled on the airport and that Airport Gate Access Cards cannot be passed between individuals for any reason. If a card *is* found to have been transferred to another individual, that card will be removed from the gate system and the tenant and/or cardholder may lose their airport driving privileges.
- _____ Cardholders are not permitted to operate their vehicles on the main ramp area (in front of the General Aviation Terminal between the Airport Office Building and the shade hangars just south of London Aviation.).
- _____ Cardholders may gain entry only at the gate(s) for which their access card is programmed. Entry to the East Ramp Area may be gained at Gate 4E (Radio Rd.). Entry to the South Ramp Area should be made via gate 14E (Executive Hangar). London Aviation subtenants shall enter via Gate 10E (Gate between the London Aviation and Naples Air Center Maintenance).
- _____ When vehicles are sold or disposed of, window stickers/placards must be removed and returned. I have read and understand the above information and accept all responsibility for my vehicular operations on the aprons and ramps of the airport.

Read & Initial - ONLY APPLICANTS WITH CAPITAL LEASEHOLDS

Part C

-
- _____ I understand that vehicle operations must be controlled on the airport and that anyone who is able to gain access to the aircraft movement areas via the Capital Leasehold listed shall be my responsibility, unless they have completed this Driver Training Program.
- _____ I understand that internal company safety precautions must be in place in order to prevent a vehicle from inadvertently entering the aircraft movement area, and that if a vehicle does enter the movement area I am personally responsible for their actions and penalties, which could include loss of privileges, fines and or closure of the access point.
- _____ Capital Leasehold Tenants are responsible for all Gate Codes within their leaseholds and understand that these codes should not be passed between individuals for any reason. If a code *is* found to have been transferred to another individual, that code should be removed from the system.
- _____ Vehicles on the leaseholders' ramp must remain within 20 feet of the building or be parked within the hangar.

VEHICLE INFORMATION

ONLY APPLICANTS WITH VEHICLE ACCESS

**REGISTRATION & INSURANCE CARDS MUST BE SUPPLIED FOR ALL VEHICLES,
EVEN IF THEY ALREADY HAVE A WINDSHIELD STICKER**

MAKE: _____

MODEL: _____

YEAR: _____

COLOR: _____

PLATE #: _____

STATE: _____

STICKER # (NAA USE): _____

MAKE: _____

MODEL: _____

YEAR: _____

COLOR: _____

PLATE #: _____

STATE: _____

STICKER # (NAA USE): _____

MAKE: _____

MODEL: _____

YEAR: _____

COLOR: _____

PLATE #: _____

STATE: _____

STICKER # (NAA USE): _____

MAKE: _____

MODEL: _____

YEAR: _____

COLOR: _____

PLATE #: _____

STATE: _____

STICKER # (NAA USE): _____

MAKE: _____

MODEL: _____

YEAR: _____

COLOR: _____

PLATE #: _____

STATE: _____

STICKER # (NAA USE): _____

MAKE: _____

MODEL: _____

YEAR: _____

COLOR: _____

PLATE #: _____

STATE: _____

STICKER # (NAA USE): _____

NAA Tenant Non-Movement Area - Driving Test

ONLY APPLICANTS WITH VEHICLE ACCESS

Name

Test Score

Company/ Hangar #

Date

PLEASE CIRCLE THE LETTER NEXT TO THE CORRECT ANSWER

1. **What is the maximum allowable speed limit for a vehicle on the ramp when not in the immediate vicinity of aircraft and when in the vicinity of aircraft?**
 - A. 15 MPH and 5 MPH
 - B. 20 MPH and 5 MPH
 - C. 5 MPH and 10 MPH
 - D. 10 MPH and 25 MPH

2. **Vehicles must turn on 4-way flashers when inside the airfield and yield to aircraft, towed aircraft and emergency vehicles.**
 - A. True
 - B. False

3. **Runway / taxiway incursions can be caused by:**
 - A. Poor communications
 - B. Airport blind spots
 - C. Lack of attention
 - D. All of the above

4. **Smoking on the movement and non-movement areas or within 50 feet of any aircraft or fueling vehicle is strictly prohibited.**
 - A. True
 - B. False

- 5. When entering an airfield gate, you observe another vehicle tailgating you. You should:**
- A. Allow the other vehicle to pull up alongside and ask them to show you their gate card.
 - B. Wave them in.
 - C. Speed up - to allow them to get through before the gate closes on them.
 - D. Record the vehicle's license plate number & immediately report it to airport security.
- 6. Communications with cell phones is prohibited while driving on airport ramps due to safety awareness.**
- A. True B. False
- 7. As a gate card holder, you are authorized to enter the airport grounds through any available gate.**
- A. True B False