



Completing the SIDA Airport Security ID Card Application

PART ONE: EMPLOYER & CARD PRIVILEGE INFORMATION

Applicant Name: (Last Name; First Name; Middle Name) Must match exact on the forms of Identification selected in Part 3.

Employer Name: What is the name of your company on your SIDA Airport Security ID Card?

Issuing Officer Name: Name of Signatory Authority/Issuing Officer Completing Application.

Facility & Card: Select Correct Facility (JFK; LGA; EWR; SWF; TEB).

Does your applicant need an **AOA (red stripe)** or a **Sterile Area Only (blue stripe)** access? If you are unsure, please contact the Airport Security ID Office.

Escort Privileges Request: Does the applicant need to escort anyone for business reasons? If so, don't forget to complete the Escort Privileges Request Form and attach it to this application. If applicant is seeking privileges to escort vehicles, a driver privilege is also required (see below).

Security Services Privileges: Will the applicant perform any type of security or security related functions as a part of their job duties. Such as employee screening, security guard, sweeps/searches for prohibited items and etc.

Driver Privileges: Does the applicant need driver privileges? If so, schedule the applicant to take the applicable **Driver Training Course (DR1, DR2, or DR3)**. You will need to attach their Driver Training Certificate to the application or the applicant must bring it with them at the same time of badging to receive the privileges.

Will the applicant need access to Customs and Border Protection (CBP) security areas? If so, pick the appropriate zone and complete all applicable Customs forms? If you have any questions on the CBP forms, or the seal process, contact either **JFK CHASE Office** at (718) 553-1653 or the **EWR SHIPS Office** (973) 961-8000 Ext. 8252. CBP seals for LGA should go through the **JFK CHASE Office**.

Will this security card be used for less than 12-months? Is the applicant seasonal or temporary (working less than a year)? If so, provide the date of the applicant's last date of work.

Access Levels: Do not forget to complete the Access Control Points Form if applying for an **AOA (red stripe)** airport security ID card at **JFK or LGA**. Your applicant will only get the access points authorized for your company and selected by you on this form. **EWR** will apply access control according to your company application on file.

PART TWO:
APPLICANT INFORMATION

This information must come from the applicant.

Applicant Date of Birth / Country of Birth / State or Territory of Birth (if in USA) -

Note that for all dropdown menus, you can type the first letter of the appropriate answer to jump to available options in the menu – unlike other online forms, you cannot type the first two letters

Current Mailing Address: (Required) – Must be in the US address.

Home Address: Only provided if different from mailing address, this maybe outside the US.

Date of Employment: Cannot be a Future Date or after application notary date

Social Security Number: If an applicant does not provide a SSN, the application process will take longer since the TSA/FBI background check will take longer.

Job Title: Position Applicant will perform that requires SIDA/Sterile Access ID Card

Applicant's email address: Must be in correct email format, for example: aviation@airport.com

Applicant's Daytime Phone Number: This may be a land line or a mobile number

PA Employee Number: Only used by PA Personnel

Physical Description: Race/Ethnicity; Gender; Eye Color; Hair Color; Weight

Keep in mind:

Height is provided in inches (see attached height / inches equivalent).

YOU MUST DISCLOSE any other names the applicant is known by (includes nick names, family names not on official documents, maiden name, former married name, etc. Best practice: **Put Down Everything**).

Mobile number – will only be used to send critical airport information in the event of an airport emergency.



**PART THREE:
IDENTIFICATION
CERTIFICATION**

Applicant is a citizen of: Country of Birth: (Required) – Applicants born abroad are required to provide proof of Legal status.

Correct Passport number MUST be provided if selected in Column A

Certificate of birth abroad MUST be provided if the applicant was born abroad to a U.S. citizen parent or parents. If you are not sure what record/document number is required, or need more information, please visit: <https://travel.state.gov/content/travel/en/international-travel/while-abroad/birth-abroad.html>

Correct Alien Registration / I-94 / Visa Control number MUST be provided as applicable to the applicant's lawful present status in the United States.

Correct Immigration and Naturalization number MUST be provided if the applicant is a naturalized US Citizen.

The applicant must show you two forms of unexpired, government-issued identification. One of these IDs MUST include a photograph.

The applicant can show you one of two combinations*:

1. One document from column A. The second document from column from A, B or C
2. One document from Column B AND one from column C

***Please note:** All Airport Security ID Card applicants who were born outside of the US must choose option 1 above except if he/she has a Form N-550, N-560, N-561, N-570, FS-240 FS-545 or DS-1350. (i.e. Certification of Report of Birth Abroad).

**** Don't forget** to initial at the bottom of this box

**PART FOUR:
MANDATORY DISCLOSURE
OF PLEAS, CONVICTIONS,
CONDITIONAL DISMISSALS,
AND/OR PENDING CHARGES**

Mandatory Disclosure – If the applicant has ever in their **LIFE** (Not ten years...**LIFE**) been convicted, plead guilty, plead no contest or plead nolo-contendere, or was found guilty by reason of insanity to an offense (not just felonies – it includes all offense such as violations, misdemeanors and more) other than a parking or speeding ticket, this must be filled in here. If the applicant has been arrested and has a future court date or is otherwise awaiting final disposition on a case, it must be disclosed here. (For Example: If your applicant ever paid a "Fine" related to an arrest, summons or a ticket, such as \$50 for drinking alcohol in public, shoplifting or littering, this is a "Conviction" and must be disclosed. If you have ever been on or are currently on probation, you should disclose this.)

**** If necessary**, please attach a separate sheet (typed) with additional Offenses and details. Handwritten pages are not acceptable.



PART FIVE:
TSR 1542
DISQUALIFYING CRIMES

TSR 1542 Disqualifying Crimes – Has the applicant been convicted, plead guilty, or found not guilty by reason of insanity to any of the listed TSA disqualifying in the past TEN YEARS, check the “Yes” or “No” box. If yes, please provide a detailed explanation. Attach any additional paperwork as necessary.

PART SIX:
APPLICANT
ACKNOWLEDGEMENT

The applicant must sign to ensure they understand

- A Criminal History Records Check will be conducted on them and they certify the answers given in this section is true, complete and correct.
- If the applicant wants to receive a copy of their criminal history, they must, check the “yes” box.
- The applicant authorizes the Social Security Administration to release the applicant’s social security number and full name to the Port Authority and the TSA’s Office of Intelligence and Analysis

Make sure the applicant **prints, signs and dates** the application in this section.

This section is your certification that all information in this document is true, complete, and accurate to the best of your knowledge.

Please have a notary notarize your signature. Please keep in mind: The notary’s signature date must be the same or a later date than all other signatures (including the applicant) in the application.

PART SEVEN:
ISSUING OFFICER/
SIGNATORY AUTHORITY
ACKNOWLEDGEMENT

Fingerprint Authorization

Are you an Issuing Officer representing a US Certified airline (i.e. 1544 air carrier)? If so, please complete all sections in **BOX 1**, “For 1544 air carriers only”.

Does your applicant need to be fingerprinted and/or enrolled into Rap Back by the Security ID Office? Is your applicant currently enrolled in Rap Back? If so, check **BOX 2**.

Is the applicant an employee of a law enforcement or government agency, who, as a condition of employment, has already been subjected to a CHRC and do not require re-fingerprinting? If so, check **Box 3**.

This section is your certification that all information in this document is true, complete, and accurate to the best of your knowledge.



Please have a notary notarize your signature. Please keep in mind: The notary's signature date must be the same date that the issuing officer signs the application and must be a later date than the applicant's signature on the application.

PRIVACY ACT

Make sure the applicant read the "Privacy Act Notice"

Airport Security ID Cardholders Responsibilities: The applicant must also sign and date the "Airport Security ID Cardholders Responsibilities" upon receipt of their ID card.

All forms and documents are in English only

