

**INTERNAL TRACKING FORM USED FOR APPLICATION FOR THE PORT AUTHORITY OF NY & NJ AIRPORT SECURITY IDENTIFICATION CARD PA 3253/8-19**

For Port Authority of NY & NJ USE ONLY

For Port Authority of NY & NJ USE ONLY

<b>Front ID Card</b> _____	<b>Personal ID #</b> _____
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**Please attach Tracking Form to front of the completed application after submission by applicant to the Security ID Office**

LAST NAME	FIRST NAME	MIDDLE NAME
DATE OF BIRTH	SOCIAL SECURITY #	COMPANY

	Date	Copy (Y or N)	All information verified (Y or N)	N/A	Initials		Date	Initials
SIDA Training Date						ID Ofc Specialist Review Date		
Fingerprint Date						Supervisor Approval Date		
Fingerprint Transmittal Date						Sec. Coordinator Approval		
Reprint Fingerprint Date						CACS Input Date		
Fingerprint Copy						E-mail to IO Date		
Driver Training Date						Badged Date		
IO Signature Verified						response/Rejection		
(IAPS)						"A" Letter Submitted		
TSA Approval Date						"A" Sequence Number		
SG						LEO Credentials Verified		

**APPLICATION FOR THE PORT AUTHORITY OF NY & NJ AIRPORT SECURITY IDENTIFICATION CARD**

**PA 3253/8-19**

This application must be typed. Errors will delay the application process. **Orange fields are required.**

APPLICANT LAST NAME	APPLICANT FIRST NAME	APPLICANT MIDDLE NAME

**Part 1: Employer & Card Privilege Information** **Completed by Issuing Officer**

<b>Employer Name</b>						
<b>Issuing Officer Name</b>						
<b>Facility Name &amp; Security Card Type</b> (select 1 facility and 1 security card type)	JFK Airport →	SIDA (red)	STERILE (blue)	SNOW REMOVAL (checked)		
	LGA Airport →	SIDA (red)	STERILE (blue)	SNOW REMOVAL (checked)		
	EWR Airport →	SIDA (red)	STERILE (blue)			
	SWF Airport →	White	Blue	Red	Yellow	Gray
	TEB Airport →	Red	Blue	Green		
<b>Escort Privileges</b>	No	People	Vehicles (inc. people)	If People or Vehicles →	Complete <i>Escort Privileges Request Form</i> (PA4252/04-18)	
<b>Security Services Privileges</b>	No	Yes	If Yes →	A PA-issued Security Services Training Certificate AND a state issued guard license must be provided at time Airport ID card is issued.		
<b>Driver Privileges</b>	None	DR1 (Non-Movement Area)	DR2 (Movement Area)	→ Provide PA-issued Training Certificate		
	DR3 (Movement Area-ATCT Control Required)					
<b>Customs Privileges</b>	Zone 1	Zone 2	Zone 3	Govt	→ Complete necessary form: EWR Part 1, Part 2, Part 3 / JFK	
<b>Will this security card be used for less than 12 months?</b>	Yes	No	→ If yes, please list an ID card expiration date:			
<b>Access Levels</b>	Fill out applicable JFK/LGA airport control point form. Form is not required for EWR.					

**Part 2: Applicant Information** **Completed by Applicant and Issuing Officer**

<b>DATE OF BIRTH</b>	<b>COUNTRY OF BIRTH</b>	<b>STATE/TERRITORY OF BIRTH</b> (if born in U.S.)			
<b>CURRENT MAILING ADDRESS</b>			<b>CURRENT HOME ADDRESS</b> (If different from mailing)		
City	State	Zip Code	City	State	Zip Code
<b>DATE OF EMPLOYMENT</b>	<b>SOCIAL SECURITY NUMBER*</b>	<b>JOB TITLE</b>	<b>EMAIL ADDRESS</b>		
<b>DAYTIME PHONE NUMBER</b>	<b>PA EMPLOYEE #</b>	If you wish to receive emergency test messages regarding matters affecting the airport, provide your <b>MOBILE NUMBER</b> : _____			
<b>GENDER</b>	<b>HEIGHT</b> (inches)	<b>EYE COLOR</b>	<b>HAIR COLOR</b>	<b>WEIGHT</b> (pounds)	<b>How would you describe your race or ethnicity?</b>

**OTHER NAMES**  
 Have you ever been known by any other name(s)? Other names include nicknames, aliases, former married names, maiden names, or any part of the name of a relative, including for example a mother or father's last name or a grandparent's last name, or foster, or adopted last names. Yes No → If 'Yes,' insert names below. Attach additional sheets, if necessary.

\_\_\_\_\_

\_\_\_\_\_

**PRIOR AIRPORT ACCESS OR ID CARD APPLICATIONS**  
 Have you ever been denied a Port Authority Airport Security ID Card (red/blue/yellow/white) or had Port Authority Airport privileges revoked at any time? Yes No If yes, please provide additional details: \_\_\_\_\_

\* Refer to Part 6 Applicant Acknowledgment, Sections 6 and 7.

NAME OF APPLICANT:

DOB:

PA3253/8-19

**Part 3: Identification Certification**

**Completed by Applicant and Issuing Officer**

Applicant is a citizen of _____ . If U.S. citizen, proceed to Section A. Citizens of other countries, proceed to Section B or C.	
A. A citizen of the U.S.	If born abroad (choose one) → Certificate of Birth Abroad: U.S. Passport Number:
	If naturalized U.S. citizen (choose one) → INS Number: U.S. Passport Number:
B. A lawful permanent resident	Alien Registration/USCIS Number:
C. An alien authorized to work in the U.S.	Alien Registration/USCIS Number: _____ or
	Form I-94 Admission Number:
<i>If available:</i> Visa Control Number	

Two (2) forms of UNEXPIRED government issued ID, one of which must include a photograph, that establish both identity and employment eligibility must be presented to the Issuing Officer/Signatory Authority prior to the application being filed with The Port Authority of New York and New Jersey ("Port Authority"). Copies of these forms must be submitted with this application and the ORIGINALS must be presented when applicant is fingerprinted and when/if the card is issued. Listed below are the accepted forms. Your two options\* are:

- 1) Select a document from Column A and then select a second document from Column A, B, or C **OR**
- 2) Select a combination of one document from Column B AND one document from Column C.

\*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.

Column A	Column B	Column C
U.S. Passport or U.S. Passport Card Number: Permanent Resident or Alien Registration Receipt Card (Form I-551) Foreign Passport with a temporary I-551 stamp or temporary I-551 printed notation on a machine readable immigrant visa Number: Country: Employment Authorization Document that contains a photograph (Form I-766) For a nonimmigrant alien authorized to work for a specific employer because of his or her status a. Foreign Passport, and Number: Country: b. Form I-94 or Form I-94A that has the following: (i) the same name as the passport, and (ii) 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 Passport from the Federated States of Micronesia (FSM) or the Republic of Marshall Islands (RMI) with Form I-94 or Form I-94A indicated nonimmigrant admission under the Compact of Free Association between the U.S. and the FSM or RMI	Driver's license or ID card issued by a State or outlying possession of the U.S. provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address 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 address U.S. Military card or draft record Driver's license issued by a Canadian government authority U.S. Coast Guard Merchant Mariner Card Native American tribal document	U.S. Social Security Card, unless the card includes one of the following restrictions: 1) NOT VALID FOR EMPLOYMENT 2) VALID FOR WORK ONLY WITH INS AUTHORIZATION 3) VALID FOR WORK ONLY WITH DHS AUTHORIZATION Certificate of Birth Abroad issued by the Department of State (Form FS-545) Certification of Report of Birth issued by the Department of State (Form DS-1350) Consular Report of Birth Abroad (Form FS-240) Original or certified copy of birth certificate issued by a State, county, municipal authority, or territory of the U.S. bearing an official seal U.S. Citizen ID Card (Form I-197) Native American tribal document Identification Card for use of Resident Citizen in the U.S. (Form I-179) Certificate of Naturalization (Form N-550 or N-570) Employment authorization document issued by the Department of Homeland Security

The two forms of identification checked above have been presented to me and the names on all forms of identification MATCH.

\_\_\_\_\_ (Issuing Officer's Initials)

**Part 4: Mandatory Disclosure of Pleas, Convictions, Conditional Dismissals, and/or Pending Charges for Offenses (Including Crimes and Misdemeanors)**

**Completed by Applicant and Issuing Officer**

In your LIFE, have any of the following happened?

- Have you **EVER** been issued a summons, citation, or ticket (excluding parking or speeding tickets) and paid a fine as a result?
- Have you **EVER** been arrested by any police officer, sheriff, marshal or any other type of law enforcement official?
- Have you **EVER** pleaded no contest (nolo-contendere) to an offense other than parking or speeding ticket?
- Have you **EVER** been charged, convicted, or sentenced of a crime in any court?
- Have you **EVER** been or are you currently on probation or parole?
- Are you currently on trial or awaiting a trial on criminal charges, or are there any pending charges against you?

Yes                      No                      If 'Yes' to any of the above questions, provide details below. If 'No,' proceed to Part 5.

Offense	Date	Place	Charge	Court	Final Disposition

**Part 5: 49 CFR Sec. 1542 Disqualifying Crimes**

**Completed by Applicant and Issuing Officer**

An individual has a disqualifying criminal offense under TSA regulations if the individual has been convicted, plead guilty, or found not guilty by reason of insanity to an offense of any of the disqualifying crimes listed in this paragraph below in any jurisdiction during the last 10 years before the date of the individual's application for unescorted access authority, or while the individual has unescorted access authority. If you have been convicted, pleaded guilty, pleaded no contest (nolo contendere), or were found not guilty by reason of insanity to an offense for any offense listed below, please check the appropriate box.    Yes                      No                      If 'No,' proceed to Part 6.

If 'Yes,' provide details of the conviction: \_\_\_\_\_

- |  |  |
|--|--|
| <ol style="list-style-type: none"> <li>1. Forgery of certificates, false marking of aircraft, and other aircraft registration violation</li> <li>2. Interference with air navigation</li> <li>3. Improper transportation of a hazardous material</li> <li>4. Aircraft piracy</li> <li>5. Interference with flight crewmembers or flight attendants</li> <li>6. Commission of certain crimes aboard aircraft in flight</li> <li>7. Carrying a weapon or explosive aboard aircraft</li> <li>8. Conveying false information and threats</li> <li>9. Aircraft piracy outside the special aircraft jurisdiction of the United States</li> <li>10. Lighting violations involving transportation of controlled substance</li> <li>11. Unlawful entry into an aircraft or airport area that serves air carriers or foreign air carriers contrary to established security requirement</li> <li>12. Destruction of an aircraft or aircraft facility</li> <li>13. Murder</li> <li>14. Assault with intent to murder</li> <li>15. Espionage</li> <li>16. Sedition</li> <li>17. Kidnapping or hostage taking</li> <li>18. Treason</li> <li>19. Rape or aggravated sexual abuse</li> <li>20. Unlawful possession, use, sale, distribution, or manufacture of an explosive or weapon</li> </ol> | <ol style="list-style-type: none"> <li>21. Extortion</li> <li>22. Armed or felony unarmed robbery</li> <li>23. Distribution of, or intent to distribute, a controlled substance</li> <li>24. Felony arson</li> <li>25. Felony involving a threat</li> <li>26. Felony involving                         <ol style="list-style-type: none"> <li>i. willful destruction of property</li> <li>ii. importation or manufacture of a controlled substance</li> <li>iii. burglary</li> <li>iv. theft</li> <li>v. dishonesty, fraud, or misrepresentation</li> <li>vi. possession or distribution of stolen property</li> <li>vii. aggravated assault</li> <li>viii. bribery</li> <li>ix. illegal possession of a controlled substance punishable by a maximum term of imprisonment of more than 1 year</li> </ol> </li> <li>27. Violence at international airports</li> <li>28. Conspiracy or attempt to commit any of the criminal acts listed here</li> <li>29. Or any other crime classified as a felony that the Administrator determines indicates a propensity for placing contraband aboard an aircraft in return for money; violence at international airports; conspiracy or attempt to commit any of the criminal acts listed in 49 CFR and 1542.209(d) or 49 CFR and 1544.299(d)</li> </ol> |
|--|--|

**Part 6: Applicant Acknowledgement****Completed by Applicant**

Airport Security ID Cards are subject to the regulations of the Transportation Security Administration (TSA). By signing below, I authorize and acknowledge:

1. **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, 175:35 of the New York State Penal Law, Section 2C:21-3(b) of the New Jersey Statutes).**
2. I acknowledge that **false statements or non-disclosure of pertinent information may disqualify applicant from receiving an Airport Security ID Card.**
3. I certify that I have not been convicted of a disqualifying crime as stated in TSR 1542 within the 10 years prior to the submission of this application for unescorted access privileges pursuant to 49 CFR 1542.209 or other applicable laws or regulations. Further, I certify that I have disclosed all pending charges and convictions as requested in Parts 4 and 5.
4. I understand that any person holding unescorted access authority who is convicted or has pending charges of any of the disqualifying crimes pursuant to 49 CFR Part 1542.209, or any offense that could affect the safety or security of the Airport, at any time thereafter must surrender the Airport Security ID Card to Port Authority within 24 hours of learning of the conviction or pending charges.
5. I understand and hereby authorize the Port Authority or its agents to conduct an initial and such additional Criminal History Records Checks as it deems appropriate at any time during the term of any access privilege granted to me by the Port Authority as the Airport Operator. I understand that I have an ongoing obligation during the term of any access privilege granted to me to disclose any pending charges or convictions of any offense.

Do you wish to receive a copy of your Criminal History? Yes [ ] No

6. I must provide my Social Security Number (SSN) if I am seeking unescorted access to the SIDA Area (red). If am seeking unescorted access only to the Sterile Area (blue), providing my SSN to the TSA is voluntary; however, I understand that failure to provide it may delay or prevent completion of the Security Threat Assessment (STA) by the TSA. If provided, I authorize the Social Security Administration to release my Social Security Number and full name to the Transportation Security Administration, Intelligence and Analysis Unit, Attention: Aviation Programs (TSA-10)/Aviation Worker Program, 601 South 12th Street, Arlington, VA 20598.
7. 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 a fine or imprisonment or both.
8. 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."
9. I have received a copy, read and understand the rules and regulations associated with the issuance and possession of an Airport Security ID Card, the proper utilization of the Automated Access Control System and my responsibilities under TSA regulations while in 49 CFR Part 1542 secured areas. I accept these responsibilities and understand that violations of these regulations, in addition to violation of Port Authority Airport Rules and Regulations, may result in the suspension or revocation of all access privileges.
10. I acknowledge that the Port Authority has a right to deny, suspend or revoke authorization for unescorted access privileges during pending charges or conviction of any disqualifying crime noted in 49 CFR1542.209 (d), or for any reason that has been determined to be in the best interest of airport security.
11. I have received the Privacy Act of 1974 (see 5 U.S.C. 552a(e)(3)) Notice from the Port Authority.

\_\_\_\_\_  
Applicant's Full Name (print)

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date (mm/dd/yyyy)

**APPLICANT STOP HERE. ISSUING OFFICER/SIGNATORY AUTHORITY WILL COMPLETE PART 7.**

**Part 7: Issuing Officer Acknowledgement****Completed by Issuing Officer****Fingerprint Authorization (select only one)**

*For 1544 air carriers only:* I hereby certify that a Criminal History Records Check (CHRC) has been completed by the appropriate Federal Agency within the last 2 years that indicates no record of a conviction for or a finding of not guilty by reason of insanity for any disqualifying criminal offense under 49 CFR 1544.229 or 1544.230 and/or the applicant has an active subscription to the FBI continuous criminal records check (RAP Back) and that a copy of the Privacy Act Notice was provided to the employee.

TSR 1544 Air Carrier (Name of Airline): \_\_\_\_\_ Date of RAP Back Enrollment: \_\_\_\_\_

Date Fingerprinted (mm/dd/yyyy): \_\_\_\_\_ OPM Case No. (as provided to the employee): \_\_\_\_\_

Date CHRC Completed (mm/dd/yyyy): \_\_\_\_\_ FBI RAP Back Subscription ID Number: \_\_\_\_\_

I hereby request that if the applicant is not already subscribed into the FBI continuous criminal records check (RAP Back), that the applicant be fingerprinted and enrolled in RAP Back at this time.

SON# (if applicable): \_\_\_\_\_

I hereby certify that the applicant is an employee of a law enforcement or government agency, who, as a condition of employment, has been subjected to a CHRC and, therefore, no fingerprints are required.

**FALSIFICATION OF THIS APPLICATION IS A VIOLATION OF STATE AND FEDERAL LAW. FALSE STATEMENTS MADE HEREIN ARE PUNISHABLE AS A CLASS E FELONY PURSUANT TO SECTION 175:35 OF THE NEW YORK STATE PENAL LAW AND SECTION 2C: 21-3(b) OF THE NEW JERSEY STATUTES. ANY INTENTIONAL FALSE STATEMENTS OR FRAUDULENT INFORMATION MAY SUBJECT THE INDIVIDUAL AND/OR COMPANY/AIRLINE TO CIVIL PENALTY FINES FOR EACH OFFENSE PURSUANT TO THE REGULATIONS OF THE TRANSPORTATION SECURITY ADMINISTRATION, 49 C.F.R., PART 1542 AND ARE PUNISHABLE UNDER TITLE 18 OF THE U.S. CODE SECTION 1001.**

I, \_\_\_\_\_ (Clearly Print name of Company Issuing Officer/Signatory Authority), hereby attest that the employee applying for this Security ID Card is actively employed by my company, and a specific need exists for providing the individual applicant with unescorted access authority to areas as defined in 49 C.F.R Part 1542. I attest that this individual applicant acknowledges their security responsibilities under 49 C.F.R. 1540.105 (a). I certify that, in connection with the employee-applicant's employment with my company, my company has obtained and continues to maintain in its possession a completed Citizenship and Immigration Services Form I-9 for the employee-applicant. Falsification of this statement will result in the termination of my company privilege and its continued participation in the Port Authority Security Identification Card Program.

**Employer Issuing  
Officer/Signatory Authority**

\_\_\_\_\_  
Authorized signature on file with Port Authority

**(Area Code) Telephone Number**

**E-mail Address**

**Issuing Officer/Signatory Authority  
(Security ID Number)**

**Business Address**

**Sworn before me this \_\_\_\_ Day of \_\_\_\_  
20 \_\_\_\_**

*(Place notary seal below)*

**Notary's Signature**

## The Privacy Act of 1974

### 5 U.S.C. 552a(e)(3)

#### Privacy Act Notice

**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 110-53, August 3, 2007); FAA Reauthorization Act of 2018, §1934(c) (132 Stat. 3186, Public Law 115-254, Oct 5, 2018), and Executive Order 93 97, 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:** Pursuant to §1934(c) of the FAA Reauthorization Act of 2018, TSA is required to collect your SSN on applications for Secure Identification Display Area (SIDA) credentials. For SIDA applications, failure to provide this information may result in denial of a credential. For other aviation credentials, although furnishing your SSN is voluntary, if you do not provide the information requested, DHS may be unable to complete your security threat assessment.

# THE PORT AUTHORITY OF NY & NJ

## AIRPORT SECURITY ID CARDHOLDERS RESPONSIBILITIES

In order to comply with federal and Port Authority regulations as they pertain to the Security Identification Display Area (SIDA) and the Sterile Area, the following procedures apply for the Port Authority Airport Security ID Card.

1. Any person issued an Airport Security ID Card MUST display the card at ALL times when in SIDA or Sterile Area, above the waist and on the outermost garment. ID card holders or pouches must use clear plastic and the ID must not be obscured in any way. The Airport Security ID Card is to be used for business purposes only. Fraudulent use of an Airport Security ID Card may result in arrest.
2. YOU ARE REQUIRED TO CHALLENGE any individuals in the SIDA not displaying an Airport Security ID Card pursuant to TSA Regulations and Port Authority Airport Rules and Regulations. Contact the local Port Authority Police, Operations, or your supervisor if you encounter any individual who refuses to cooperate with a challenge.
3. Employees with Sterile Area access Airport Security ID Cards (Blue) must enter the Sterile Area through a TSA screening checkpoint.
4. To gain access to the SIDA through an authorized access point, you must use your encoded Airport Security ID Card by swiping it downward in the card reader and entering your selected Personal Identification Number (PIN) on the keypad. DO NOT FORGET YOUR SELECTED PIN and DO NOT WRITE YOUR PIN ON YOUR AIRPORT SECURITY ID CARD. After three (3) consecutive unsuccessful attempts, your Airport Security ID Card will be locked out of the access control system.
5. EACH TIME you access a door with an access card reader, you must use your OWN Airport Security ID Card and PIN. You must ensure that no one follows behind you. After passing through a door, turn around and close the door. DO NOT allow piggybacking.
6. It is unlawful to MISUSE, LOAN, DUPLICATE OR ALTER your Airport Security ID Card or PIN. It may be a violation of federal regulations and result in criminal prosecution and permanent revocation of Airport Security ID Card privileges.
7. NEVER tamper with or abuse an access card reader or any other security system. Offenders will lose all Airport Security ID Card privileges and may be subject to arrest. Report offenders immediately.
8. Your Airport Security ID Card is an important access tool, which must be handled with care. A fee will be assessed for lost, stolen or non-returned Airport Security ID Cards pursuant to Airport Security policy. Upon a second occurrence of a lost or stolen Airport Security ID Card, an administrative review will take place, and your Airport Security ID Card privileges may be revoked.
9. If your Airport Security ID Card is lost or stolen, immediately report this situation to your company Issuing Officer. You are not permitted to be escorted into the Sterile Area and/or SIDA. If you find your Airport Security ID Card after it was reported lost or stolen, DO NOT USE IT. Immediately return the Airport Security ID Card to your company Issuing Officer.
10. If your employment status on record with the Port Authority Security ID Office changes for any reason, you are required to immediately return your Airport Security ID Card to your company Issuing Officer.
11. Individuals who are pre-approved to serve as an escort must abide by proper escort procedures. These individuals will have an "EP" or "EV" endorsement on their Airport Security ID Card. The escorting employee must keep the escorted party within eyesight and must be able to communicate verbally at all times. You may only conduct an escort for an authorized business purpose and must ensure that the escorted party remains in the areas needed. The escort ratio is 1 escort per every 5 escorted individuals and every 2 vehicles.
12. ESCORTS – Only a person with an EP or EV endorsement on the ID card may perform an escort. All escorts in the Sterile Area must originate at the screening checkpoint and all persons under escort must submit to screening by the TSA. All persons under escort in the SIDA and Sterile Area must have a current, valid form of government issued photo identification with them at all times.
13. In the event an Airport Security ID Cardholder is in the vicinity of a restricted access point door at the time of an alarm (i.e. jetway gate, employee access or fire egress doors) in the airport, such Cardholder must observe the exact situation and conditions and immediately notify a Police Officer or Guard of their observations.
14. You are required to ensure all restricted access points in your work area are closed and secured.
15. You consent to the examination by the Port Authority or its legal representative of any personal belongings in your possession including, but not limited to, handbags, tote bags, lunch bags, radios or cameras at the entry points of the SIDA or Sterile Areas pursuant to Federal Regulations and best practices.
16. You must always abide by all Airport Rules and Regulations, TSA Regulations, and Airport Security Policies. Any offense (even upon the Cardholder's first offense), especially those designated as security requirements, may result in the immediate revocation of the Airport Security ID Card or you may be subject to administrative fees.
17. If you have been arrested or convicted of a disqualifying crime or any offense after the issuance of the Airport Security ID Card, you MUST notify the Manager of Airport Security in writing at the Port Authority Security ID within 24 hours of the arrest or conviction. Failure to provide this notification may result in the denial, suspension or revocation of unescorted access privileges.
18. By accepting an Airport Security ID Card, I consent to the transmission of critical communications to me by mobile phone notification regarding the airport or matters affecting the airport.

### DO NOT SIGN UNTIL YOU HAVE RECEIVED YOUR ID CARD.

By signing below, I agree to comply with Cardholder Responsibilities outlined above and acknowledge receipt of my Airport Security ID Card:

\_\_\_\_\_  
Employee's Full Name (print)

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Employee ID Number

\_\_\_\_\_  
Date (mm/dd/yyyy)

If requested in Part 6: I acknowledge receipt of a copy of my Criminal History Records Check. \_\_\_\_\_



**LaGuardia Airport Security ID Office  
Access Template for Individual ID Card Holder  
(To be Completed by Issuing Officer and Applicant)**

Employer Name: \_\_\_\_\_ Security ID Card Type:    SIDA (Red)    Sterile (Blue)  
 Applicant Name: \_\_\_\_\_ Date of Birth (MM/DD/YYYY): \_\_\_\_\_  
 Job Title: \_\_\_\_\_ Applicant Signature: \_\_\_\_\_

**APPLICATION FOR AIRPORT ACCESS**

**Part 1 - Check off all locations where the applicant will work:**

TERMINAL A       TERMINAL B (CENTRAL TERMINAL BUILDING)       TERMINAL C       TERMINAL D

**Part 2 - Check one of the following:**

GRANT ALL FOR COMPANY       ACCESS LEVELS CHECKED OFF BELOW ONLY       NONE

Central Terminal Building			Guard Posts	Restricted Access	Other	Other	Other
Baggage Room	Elevators	Loading Docks					
<input type="checkbox"/> BR 7	<input type="checkbox"/> EL 6	<input type="checkbox"/> LD 1	<input type="checkbox"/> GP 1	<input type="checkbox"/> HR	<input type="checkbox"/> _____	<input type="checkbox"/> _____	<input type="checkbox"/> _____
<input type="checkbox"/> BR 11	<input type="checkbox"/> EL 7	<input type="checkbox"/> LD 2	<input type="checkbox"/> GP 2	<input type="checkbox"/> EES	<input type="checkbox"/> _____	<input type="checkbox"/> _____	<input type="checkbox"/> _____
	<input type="checkbox"/> EL 8	<input type="checkbox"/> LD 3	<input type="checkbox"/> GP 3		<input type="checkbox"/> _____	<input type="checkbox"/> _____	<input type="checkbox"/> _____
	<input type="checkbox"/> EL 9				<input type="checkbox"/> _____	<input type="checkbox"/> _____	<input type="checkbox"/> _____

**Reason for Access Request**

  
  
  
  
  
  
  
  
  
  

**Part 3 Requesting Issuing Officer Information:**

Print Name: \_\_\_\_\_ Signature: \_\_\_\_\_  
 Date: \_\_\_\_\_ ID Card #: \_\_\_\_\_  
 Email Address: \_\_\_\_\_ Phone #: \_\_\_\_\_

**For Office Use ONLY:**

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_  
 Denied by: \_\_\_\_\_ Date: \_\_\_\_\_