



Completing the Security Identification Card Disposition Application

CARD HOLDER AND CURRENT ID INFORMATION

Please be sure to fill in the following information for all **RENEWAL** and **OTHER** dispositions:

- Front Card ID number
- PID number – number on the back of the card
- Employer Name (Provide the name of your company that is shown on your Airport Security ID Card)
- Airport
- Card status
- Applicant name, phone number, home address, and all other biographic information
- Other names and aliases

If your disposition is for a **RETURN, NON RETURN**, please only complete the following sections:

- Front ID Card number
- PID number (number on back of the card)
- Employer Name
- Airport
- Applicant last name, first name, middle name (if applicable)
- Card type (SIDA/AOA or Sterile Area)
- Disposition type (select an option from options 1-8)
- Disposition comments/description
- Issuing Officer Signature and contact information

**FINGERPRINT
AUTHORIZATION/
RESUBMISSION
REQUEST**

BOX 1 – FOR 1544 **AIRLINES ONLY**. If you are a 1544 airline and your applicant has completed a CHRC within the last 2 years, and/or was enrolled in Rap Back, please provide the OPM case number, fingerprint date, CHRC completion dates, and Rap Back enrollment date (if applicable). Sign box 1.

BOX 2 – If your applicant has been fingerprinted in the last two years and/or is enrolled in Rap Back, sign and provide dates here. If you are unsure of the Rap Back enrollment date, please contact the Security ID Office. Fingerprint dates will be provided upon request.

BOX 3 – If your applicant needs to be fingerprinted/re-fingerprinted and enrolled in Rap Back, sign and date here.

Please keep in mind:

- Return / Mutilated / Renewal / Revoked – Card is provided with the form, no description necessary. The ID Card should be provided with the Disposition Form, a description is not required.
- Non-Return / Lost / Stolen / Other – Card is not provided with the form and remarks in the description are necessary. If stolen, a police report is required. If lost, a refundable deposit* of \$100 must be paid by either the card holder or company before a new card can be issued. Since the ID Card will not be provided with the Disposition Form, a description is required.
**The \$100 is only refundable if the original ID card is returned to the Airport Security ID Office.*
- Expiration of New ID Card may be left blank.
- “Other Names” Must be placed on the form and must match names on the original application, unless adding a name.
- Mobile number will be used for critical airport emergency communication only. Please note: providing the mobile number is voluntary and not required.
- Applicant MUST be honest with any convictions or disqualifying crimes. Rap Back is real time information and will come up if the applicant is dishonest.
- Please have your applicant sign the “Privacy Act Notice” before coming into the Security ID Office.

Sign and complete your IO Information.

