



Completing the Security Identification Card Renewals, Replacements, Revisions & Cancellations Form / PA 3253A 10-18

CARD HOLDER AND CURRENT ID INFORMATION

Please be sure to fill in the following information for all **RENEWAL, RETURN, REPLACEMENT** and/or **REVISION** requests:

- Front Card ID number
- PID number – number on the back of the card
- Employer Name (What is the name of your company on your SIDA Airport Security ID Card?)
- Applicant name
- Card Status
- Reason for submitting form (options 1 – 8)
- PA Employee number (Port Authority staff only)
- Date of Birth
- Brief detail of reason for submitting form if you chose options 4 – 8
- Airport
- Employee's daytime phone number, email address, gender and social security number
- Employee's mailing address
- US Citizen status
- Employee's home address if different from mailing address
- Passport and Passport number (if used as a form of identification) and (if applicable) certificate of birth abroad
- **If applicable** – INS registration number / Alien registration number / Non-Immigrant Visa number / I-94 number
- **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**).

**FINGERPRINT
AUTHORIZATION/
RESUBMISSION
REQUEST**

If your disposition is for a **NON RETURN, LOST, STOLEN, MUTILATED or REVOKED ID**, please only complete the following sections:

- Front Card ID number
- PID number – number on the back of the card
- Employer Name (What is the name of your company on your SIDA Airport Security ID Card?)
- Applicant name
- Card Status
- Reason for submitting form (options 1 – 8)
- PA Employee number (Port Authority staff only)
- Brief detail of reason for submitting form if you chose options 4 – 8
- Airport
- Employee’s mailing address
- US Citizen status
- Issuing Officer Signature and contact information

Fingerprint Authorization/Resubmission Request

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 the applicant 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**.



**FINGERPRINT
AUTHORIZATION/
RESUBMISSION
REQUEST**

Please keep in mind:

- Return / Mutilated / Renewal / Revoked – Card is provided with the form, no description necessary
- 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
- 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
- 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.

Please note: All Forms and Training are in English Only

