

# NORTHERN COLORADO REGIONAL AIRPORT (FNL)

## AIR OPERATION AREA (AOA) BADGE APPLICATION

Attached to this AOA Badge Application is Attachment "B", Acceptable Documents, to be used in addition to the information completed below. A Passport is the preferred ID document; If a Passport is unavailable, one document from column "B" and one from column "C" listed on Attachment "B", must be used (example: Drivers License and Social Security Card). Present the Acceptable Documents together with this completed application to Airport Security Coordinator for copying and to have photograph taken of applicant.

Please complete the following information and return to the Airport Office with Acceptable Documents per Attachment "B".

(PRINT CLEARLY)

FIRST NAME	FULL MIDDLE NAME
LAST NAME	ALIASES
ALIASES	ALIASES
DATE OF BIRTH (mm/dd/yyyy)	GENDER
RESIDENCE ADDRESS	ADDRESS CITY, STATE AND ZIP CODE
ADDRESS COUNTRY	CONTACT PHONE NUMBER
PLACE OF BIRTH (NCIC)	EMPLOYER'S NAME
SOCIAL SECURITY NUMBER	CITIZENSHIP (NCIC)
ALIEN REGISTRATION NUMBER	NON-IMMIGRANT VISA NUMBER
PASSPORT (NCIC & NUMBER)	PASSPORT ISSUING COUNTRY
E-MAIL ADDRESS	AIRCRAFT REGISTRATION NUMBER
HANGAR NO./CONDO ASSOCIATION	

**AOA Badge Applicant**

*Upon signing below, I swear and/or affirm that I have read and understand the information above. The information I have provided on this application 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 on this application can be punished by fine or imprisonment or both. (See section 1001 of Title 18 United States Code.)*

Signature \_\_\_\_\_

Printed Name \_\_\_\_\_

Date \_\_\_\_\_

*I authorize the Social Security Administration to release my Social Security Number and full name to the Transportation Security Administration, Office of Transportation Threat Assessment and Credentialing (TTAC), Attention: Aviation Programs (TSA-19)/Aviation Worker Program, 601 South 12<sup>th</sup> Street, Arlington, VA 20598.*

*I am the individual to whom the information applies and want this information 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.*

Signature: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

SSN and Full Name: \_\_\_\_\_

**ON AIRPORT EMPLOYER or  
FLIGHT SCHOOL STUDENT**

*I hereby certify that the applicant is employed by my company OR an active student at my school. The applicant requires unescorted access to the AOA. I agree to collect their badge upon termination of relationship, notify the airport administration within 1 business day, and return the badge to the airport within fourteen (14) calendar days.*

Printed Name: \_\_\_\_\_

Company: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**AIRPORT ADMINISTRATION**

**Signatory Certification**

*My signature below certifies that I have reviewed this application for accuracy and have approved Northern Colorado Regional Airport to complete a Security Threat Assessment (STA) for my employees and/or associates and bill my company for the appropriate fees (if applicable). I also certify that this employee and/or 'associate are eligible to apply for a FNL badge by successfully completed Security Threat Assessment.*

Signature \_\_\_\_\_

Printed Name \_\_\_\_\_

Date \_\_\_\_\_

**NORTHERN COLORADO REGIONAL AIRPORT  
AIRPORT SECURITY PROCEDURES**

The Undersigned, by accepting a Security ID Badge issued by the Northern Colorado Regional Airport, hereby acknowledges and agrees to the following:

- The Northern Colorado Regional Airport has an approved Airport Security Program established and approved by the Transportation Security Administration.
- The Airport issues security identification media for the purpose of allowing authorized individuals with unescorted access into the Secured, Sterile, Airport Operation Area and Display areas.
- The Airport Administration has the authority to cancel the airport-issued unescorted media at any time that an individual is found to be in violation of any Airport or TSA regulation or procedure at the discretion of the Airport Security Coordinator.

SIGNED: \_\_\_\_\_

DATE: \_\_\_\_\_

PRINTED NAME: \_\_\_\_\_

EMPLOYER: \_\_\_\_\_

**BADGE TYPE:**    **SIDA**        **STERILE**        **AOA**  
*choose one*

**Attachment A**  
**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 110-52, August 3, 2007); and Executive Order 9397, 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). 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 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) DHSITSA 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:** 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 a security threat assessment.

**Signature** \_\_\_\_\_

**Print Name** \_\_\_\_\_

**Date** \_\_\_\_\_

## LISTS OF ACCEPTABLE DOCUMENTS

### All documents must be UNEXPIRED

May present one selection from List A  
or a combination of one selection from List B and one selection from List C.

<b>LIST A</b> <b>Documents that Establish Both Identity and Employment Authorization</b>	OR	<b>LIST B</b> <b>Documents that Establish Identity</b>	AND	<b>LIST C</b> <b>Documents that Establish Employment Authorization</b>
<ol style="list-style-type: none"> <li>1. U.S. Passport or U.S. Passport Card</li> <li>2. Permanent Resident Card or Alien Registration Receipt Card (Form I-551)</li> <li>3. Foreign passport that contains a temporary I-551 stamp or temporary I-551 printed notation on a machine-readable immigrant visa</li> <li>4. Employment Authorization Document that contains a photograph (Form I-766)</li> <li>5. For a nonimmigrant alien authorized to work for a specific employer because of his or her status:               <ol style="list-style-type: none"> <li>a. Foreign passport; and</li> <li>b. Form I-94 or Form I-94A that has the following:                   <ol style="list-style-type: none"> <li>(1) The same name as the passport; and</li> <li>(2) 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.</li> </ol> </li> </ol> </li> <li>6. Passport from the Federated States of Micronesia (FSM) or the Republic of the Marshall Islands (RMI) with Form I-94 or Form I-94A indicating nonimmigrant admission under the Compact of Free Association Between the United States and the FSM or RMI</li> </ol>	OR	<ol style="list-style-type: none"> <li>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 address</li> <li>2. ID card issued by federal, state or local government agencies or entities, provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address</li> <li>3. School ID card with a photograph</li> <li>4. Voter's registration card</li> <li>5. U.S. Military card or draft record</li> <li>6. Military dependent's ID card</li> <li>7. U.S. Coast Guard Merchant Mariner Card</li> <li>8. Native American tribal document</li> <li>9. Driver's license issued by a Canadian government authority</li> <li style="text-align: center;"><b>For persons under age 18 who are unable to present a document listed above:</b></li> <li>10. School record or report card</li> <li>11. Clinic, doctor, or hospital record</li> <li>12. Day-care or nursery school record</li> </ol>	AND	<ol style="list-style-type: none"> <li>1. A Social Security Account Number card, unless the card includes one of the following restrictions:               <ol style="list-style-type: none"> <li>(1) NOT VALID FOR EMPLOYMENT</li> <li>(2) VALID FOR WORK ONLY WITH INS AUTHORIZATION</li> <li>(3) VALID FOR WORK ONLY WITH DHS AUTHORIZATION</li> </ol> </li> <li>2. Certification of Birth Abroad issued by the Department of State (Form FS-545)</li> <li>3. Certification of Report of Birth issued by the Department of State (Form DS-1350)</li> <li>4. Original or certified copy of birth certificate issued by a State, county, municipal authority, or territory of the United States bearing an official seal</li> <li>5. Native American tribal document</li> <li>6. U.S. Citizen ID Card (Form I-197)</li> <li>7. Identification Card for Use of Resident Citizen in the United States (Form I-179)</li> <li>8. Employment authorization document issued by the Department of Homeland Security</li> </ol>

**Examples of many of these documents appear in Part 8 of the Handbook for Employers (M-274).**

**Refer to the instructions for more information about acceptable receipts.**



## Non-Movement Area Training Test

NAME: \_\_\_\_\_ DATE: \_\_\_\_\_

1. **AOA Badges are required to enter \_\_\_\_\_.**
  - a. The Fort Collins-Loveland jetCenter's pilot flight planning room.
  - b. The Non-Movement Area of the Airport without an escort.
  - c. The ILS critical area.
  - d. The FBO parking lot.
  
2. **AOA Badge holders are NOT authorized to \_\_\_\_\_.**
  - a. Operate ground vehicles in the Non-movement Area.
  - b. Move unescorted in the Non-Movement area.
  - c. Escort non-badge holders in the non-movement area.
  - d. Enter the Commercial Ramp (Secured Area) of the airport.
  
3. **Which area is designated for commercial carrier operations? \_\_\_\_\_**
  - a. The Cement Pad
  - b. The Secured Identification Display Area (SIDA)
  - c. The Fort Collins-Loveland JetCenter ramp
  - d. Runway 06-24
  
4. **AOA Badge holders may operate ground vehicles on Runway 15-33.**  
\_\_\_\_\_
  - a. True
  - b. False
  
5. **FNL Security Badges must be displayed \_\_\_\_\_.**
  - a. On the exterior of your vehicle
  - b. Visibly on the outer-most garment and above the waist
  - c. Monday through Friday 8:00 AM – 7:00 PM
  - d. When challenged from a TSA officer

6. Which statement(s) apply to parking your car in the Non Movement Area? \_\_\_\_\_
- a. Is short term only (less than 8 hours).
  - b. Is not allowed during a snow event.
  - c. Can be avoided by using the jetCenter Parking lot or your hangar.
  - d. All of the above
7. Badge holders can escort \_\_\_\_\_.
- a. 1 person at a time
  - b. No more than 10 people
  - c. 25 people if it is a special occasion
  - d. 6 people in the Non-Movement Area
8. After entering the Airport through the access lift gate, ALWAYS \_\_\_\_.
- a. move out of the way for others waiting their turn.
  - b. stop and wait until the gate is fully closed before continuing.
  - c. immediately report persons/vehicles following you through the gate to Loveland Police Department.
  - d. both b and c.
9. AOA Badge holders operating ground vehicles in the Non-Movement Area shall \_\_\_\_\_.
- a. Always have the right of way
  - b. Place reflective stickers on their vehicle for better visibility
  - c. Always give way to aircraft and emergency vehicles
  - d. Drive at 40MPH through the hangar area
10. Badges can be revoked for which reason(s)? \_\_\_\_\_
- a. If you operate your vehicle on the Runways and Taxiways.
  - b. If you escort more than 6 people at a time.
  - c. If you cause an incursion on the taxiway or in the hangar area.
  - d. If your badge is not visible worn visibly above the waist.
  - e. If you drive away from a gate before it is closed.
  - f. All of the Above.