



# TOLEDO-LUCAS COUNTY PORT AUTHORITY

Eugene F. Kranz Toledo Express Airport

11013 Airport Highway, Box 11

Swanton, OH 43558

419-865-2351

## AIRPORT IDENTIFICATION BADGE APPLICATION

**INSTRUCTIONS:** All areas must be completed upon submission and must be typed. Signatures by the employee and Authorized Signatory must be original, as no copies/stamps will be accepted. The Toledo-Lucas County Port Authority (TLCPA) will not accept this form if it is altered (including use of correction fluid), torn, folded, bent or otherwise defaced. The application must be processed within two weeks of the date it is signed by the Authorized Signatory. Applicants must obtain their Airport Identification Badge within 30 days of notification by the TLCPA that the applicant passed their STA and, if applicable, CHRC. Forms not processed, or badges not picked up within 30 days will be destroyed and re-application will be required. The Badging Office is by appointment only and must be scheduled at least 24 hours in advance. Walk-ins will not be accepted.

### Section 1 - Applicant Information

Employer:	<input type="text"/>	Position/Title:	<input type="text"/>
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Full Legal Name (First Middle Last):	<input type="text"/>	<input type="text"/>
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Any other full name(s) previously used:	<input type="text"/>
	<input type="text"/>

Social Security Number:	<input type="text"/>
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Height:	<input type="text"/>	<input type="text"/>	Weight (in lbs):	<input type="text"/>	Eye Color:	<input type="text"/>	Hair Color:	<input type="text"/>
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Gender:	<input type="text"/>	Race:	<input type="text"/>
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Date of Birth (MM/DD/YYYY):	<input type="text"/>	Country of Birth:	<input type="text"/>
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Country of Citizenship:	<input type="text"/>	State of Birth:	<input type="text"/>
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Current Mailing Address: (Street # & Name, City, State, Zip)	<input type="text"/>
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Phone Number (Cell or Home):	<input type="text"/>
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**Documentation Requirement:**  
For badge processing, applicant must provide documentation to the TLCPA that establishes both identity as well as employment eligibility. For a complete list of acceptable documents please refer to <https://www.uscis.gov/i-9-central/acceptable-documents>. When referencing the Federal I-9 Form, the applicant may present one selection from List A or a combination of one selection from List B and one selection from List C. Please note that if 'Country of Birth' and 'Country of Citizenship' are not both United States of America, then additional documentation is required. Please inquire with the TLCPA at the time of appointment scheduling for what additional documents are required. All documentation be provided must be valid (unexpired) and original. Copies will not be accepted.

## Section 2 - Applicant's Criminal History

Persons seeking unescorted access to the Security Identification Display Area (SIDA) or Sterile Area of an airport are subject to the requirements of Title 49 CFR, Parts 1542.209 or 1544.229. These requirements include a Criminal History Records Check (CHRC). Indicate below, by checking "Yes" or "No" for each item listed, if you have ever been convicted, or found not guilty of by reason of insanity, of any of the disqualifying crimes in any jurisdiction during the ten (10) years before the date of this completed application's submission:

<input type="checkbox"/> Yes	<input type="checkbox"/> No	Forgery of certificates, false marking of aircraft, and other aircraft registration; 49 U.S.C 46306.	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Kidnapping or hostage taking.
<input type="checkbox"/> Yes	<input type="checkbox"/> No	Interference with air navigation; 49 U.S.C. 46308.	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Treason.
<input type="checkbox"/> Yes	<input type="checkbox"/> No	Improper transportation of a hazardous material; 49 U.S.C 46312.	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Rape or aggravated sexual abuse.
<input type="checkbox"/> Yes	<input type="checkbox"/> No	Aircraft piracy; 49 U.S.C. 46502.	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Unlawful possession, use, sale, distribution, or manufacture of an explosive or weapon.
<input type="checkbox"/> Yes	<input type="checkbox"/> No	Interference with flight crew members or flight attendants; 49 U.S.C. 46504.	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Extortion.
<input type="checkbox"/> Yes	<input type="checkbox"/> No	Commission of certain crimes aboard aircraft in flight; 49 U.S.C. 46506.	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Armed or felony unarmed robbery.
<input type="checkbox"/> Yes	<input type="checkbox"/> No	Carrying a weapon or explosive aboard aircraft; 49 U.S.C. 46505.	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Distribution of, or intent to distribute, a controlled substance.
<input type="checkbox"/> Yes	<input type="checkbox"/> No	Conveying false information and threats; 49 U.S.C. 46507.	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Felony arson.
<input type="checkbox"/> Yes	<input type="checkbox"/> No	Aircraft piracy outside the special aircraft jurisdiction of the United States; 49 U.S.C. 46502(b).	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Felony involving willful destruction of property.
<input type="checkbox"/> Yes	<input type="checkbox"/> No	Lighting violations involving transporting controlled substances; 49 U.S.C. 46315.	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Felony involving importation or manufacture of a controlled substance.
<input type="checkbox"/> Yes	<input type="checkbox"/> No	Unlawful entry into an aircraft or airport area that serves air carriers or foreign air carriers contrary to established security requirements; 49 U.S.C. 46314.	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Felony involving burglary and/or theft.
<input type="checkbox"/> Yes	<input type="checkbox"/> No	Destruction of an aircraft or aircraft facility; 18 U.S.C. 32.	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Felony involving a threat.
<input type="checkbox"/> Yes	<input type="checkbox"/> No	Murder.	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Felony involving dishonesty, fraud, or misrepresentation.
<input type="checkbox"/> Yes	<input type="checkbox"/> No	Assault with intent to murder.	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Felony involving possession or distribution of stolen property.
<input type="checkbox"/> Yes	<input type="checkbox"/> No	Espionage.	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Felony involving aggravated assault.
<input type="checkbox"/> Yes	<input type="checkbox"/> No	Sedition.	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Felony involving bribery.
			<input type="checkbox"/> Yes	<input type="checkbox"/> No	Felony involving illegal possession of a controlled substance punishable by a maximum term of imprisonment of more than 1 year.
			<input type="checkbox"/> Yes	<input type="checkbox"/> No	Violence at international airports; 18 U.S.C. 37.
			<input type="checkbox"/> Yes	<input type="checkbox"/> No	Conspiracy or attempt to commit any of the criminal acts listed in this section.

The TLCPA Airport Security Coordinator keeps confidential the criminal history record obtained from the FBI and uses it only for determining whether to issue an Airport Identification Badge (ID Badge). You may get a copy of your criminal history record sent by the FBI to the Airport Security Coordinator by submitting a written request within 30 days after being advised that your criminal history shows you are disqualified from being issued an ID Badge. If you believe that any information is inaccurate, you may directly contact the agency that reported the disqualifying conviction to correct your record.

### Privacy Act Statement

**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, October 5, 2018), and Executive Order 9397 (November 22, 1943), 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 the fingerprints for enrollment into the US-VISIT Automated Biometrics Identification System (IDENT). DHS may provide your name and Social Security Number (SSN) to the Social Security Administration (SSA) to compare that information against SSA records to ensure the validity of the information. DHS will also maintain a national, centralized revocation database of individuals who have had airport- or aircraft operator-issued identification media revoked for noncompliance with aviation security requirements. DHS has established a process to allow an individual whose name is mistakenly entered into the database to correct the record and have the individual's name expunged from the database. If an individual who is listed in the centralized database wishes to pursue expungement due to mistaken identity, the individual must send an email to TSA at [Aviation\\_workers@tsa.dhs.gov](mailto:Aviation_workers@tsa.dhs.gov).

**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 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.

**Section 3 - Applicant's Certification**

I hereby submit to the TLCPA this application for an ID Badge and agree to the following:

1. To comply at all times with the security rules and policies of the TLCPA, including the provisions of Title 49 CFR Parts 1540, 1542, and 1544. Failure to do so may result in revocation of my ID Badge and/or legal action against me.
2. The ID Badge is the property of the TLCPA. You must immediately return your ID Badge to the TLCPA at the end of employment, upon expiration of your ID Badge, or upon receiving notification that your ID Badge is being revoked. Failure to comply within 24 hours is in direct violation of the Airport Security Program (ASP) and you can be subject to a potential \$10,000 Civil Penalty Fine assessed by the Transportation Security Administration (TSA) under Title 49, CFR, Part 1540.105; 49 U.S.C 46301.
3. 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 the Security Identification Display Area. Also, use of any airport issued ID Badge constitutes consent to search and monitoring of my person, property, and vehicle at any area of the airport. No person may be in possession of any TSA Prohibited Item that is not consistent with the individual's need to have it in any area of the airport (reference "Carry-On" section of the TSA Prohibited Item List <https://www.tsa.gov/>). I am responsible for knowing the latest TSA Prohibited Items as changes occur. Persons found to be in possession of such items may be subject to civil and/or criminal sanctions.
4. I understand and certify that under Title 49 CFR 1542.209, I have a continuing obligation to disclose to the TLCPA within 24 hours if I am convicted or found not guilty of by reason of insanity of any disqualifying offenses that occurs while I have an ID Badge.
5. I have read and understand the Privacy Act Statement in Section 2 of this application.

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 of the United States Code).

I authorize the Social Security Administration to release my Social Security Number and full name to the Transportation Security Administration, Enrollment Services and Vetting Programs, Attention: Vetting Programs (TSA-10)/Aviation Worker Program, 6595 Springfield Center Drive, Springfield, VA 20598-6010. I am the individual to whom the information applies and want this information release 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.

Applicant's Name:	<input type="text"/>	Applicant's Signature:	<input type="text"/>	Date:	<input type="text"/>
Date of Birth:	<input type="text"/>	Social Security Number:	<input type="text"/>		

**Section 4 - Authorized Signatory's Certification**

I am authorized to request an ID Badge and, if applicable, special certifications, and attest that a specific need exists for providing this individual applicant on this application with unescorted access authority at Eugene F. Kranz Toledo Express Airport. I understand this application must be completed and reviewed prior to authorizing it. I affirm that all information on this application is correct. I attest that this individual on this application acknowledges their security responsibilities under 49 CFR 1540.105(a). I acknowledge responsibility for any TSA fines levied against the Toledo-Lucas County Port Authority which are caused by the failure of the applicant to adhere to the purposes of use authorized by the ID Badge or to adhere to the Airport Security Program for 1542.213 training. I will immediately notify the TLCPA of lost, stolen, and/or terminated ID Badges. ID Badges must be returned within 24 hours upon request, termination, expiration, or when access is no longer required. If I do not collect or make reasonable efforts to collect such badge and/or do not notify the TLCPA of such termination within 24 hours then I shall be liable to the Government for a civil penalty not to exceed \$10,000 (reference 49 U.S.C 46301(a)(6)).

Authorizer's Name (Print):	<input type="text"/>	Authorizer's Signature:	<input type="text"/>	Date:	<input type="text"/>
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**Please check all that apply:**

<input type="checkbox"/> New Applicant	<input type="checkbox"/> Renewal	<input type="checkbox"/> Lost/Stolen		
<input type="checkbox"/> Secured SIDA Badge	<input type="checkbox"/> AOA Badge	<input type="checkbox"/> Cargo SIDA Badge	<input type="checkbox"/> Sterile Badge	<input type="checkbox"/> LEO Badge

Special Certifications:

Escort Authority Certification

**Certification of Exception for Federal, State, or Local Government Employees**  
 49 CFR 1542.209(m)(1) - I certify that this applicant is an employee of the federal, state, or local government (including a law enforcement officer) who, as a condition of employment, has been subjected to an employment investigation that includes a criminal records check.

Name & Title:  Signature:

<b>TLCPA Use Only</b>	Issued By: <i>(Trusted Agent)</i>	<input type="text"/>	Date of Issuance:	<input type="text"/>
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