



**Kapalua Airport
BADGE APPLICATION**



BADGE TYPE

☐ AOA (General Aviation) ☐ PUBLIC: Greeter Porter Baggage

SECTION 1: APPLICANT INFORMATION

Handwritten applications will be rejected.

Complete all applicable sections. Incomplete forms will be rejected.

FULL LEGAL NAME (As stated on government issued identification)

LAST NAME

FIRST NAME

MIDDLE NAME

DATE OF BIRTH (mm/dd/yyyy)

Mailing Address

CITY

STATE

ZIP CODE

Alias 1 (Last Name)

Alias (First Name)

Alias (Middle Name)

Alias 2 (Last Name)

Alias (First Name)

Alias (Middle Name)

PHONE #

E-MAIL ADDRESS

COMPANY NAME

FOR PASS AND ID OFFICE USE ONLY

FORMS OF IDENTIFICATION

List A:

No. _____ Exp: _____

List B:

No. _____ Exp: _____

List C:

BADGE INFORMATION

Visible ID: _____

Badge #: _____

Issued: _____

Exp: _____

Notified :

Pulled:

Training Date:

Deactivate:

☐ **Signatory**

☐ **Escort**

LOST BADGE (Report Date)

LOST BADGE (Report Date)

Airport Security Manager's Approval 3rd
LOST BADGE:

SECTION 2: COMPANY INFORMATION SIGNATORY AUTHORIZATION		MUST be completed by AUTHORIZED SIGNATORY of the sponsoring company. Type or print legibly or application will be rejected	
APPLICANT'S FULL LEGAL NAME (Last, First, Middle)			
BADGE TRANSACTION		Signatory Initial	Date
<input type="checkbox"/> New			
<input type="checkbox"/> Renew			
<p>I, as the Authorized Signatory, attest to the following:</p> <ol style="list-style-type: none"> 1. The named applicant on this application is employed with the company I represent. My company is this applicant's sponsor. 2. A specific need exists for this applicant to obtain the requested ID Media badge, its specific unescorted access authority and requested badge designations. 3. I have reviewed this application for accuracy and legibility and have verified the employment eligibility of the applicant. 4. I have reviewed the original documents which are the source of the information provided in Section 1 of this application and find that the documents appear genuine. The information from those original documents was correctly entered in Section 1 of the application. <p>On behalf of the company, I further acknowledge the following responsibilities as the Authorized Signatory:</p> <ol style="list-style-type: none"> 1. Immediately notify Pass & ID Office or Airport Security Coordinator (during business hours), or Airport Security Services (24/7) to deactivate the employee's badge if any of the following occurs: suspension, separation from company, resignation, termination for any reason, transfer, lay off, conviction of a disqualifying felony, or for any other reason that the badge is no longer needed or if there is any reasonable belief that the person may present a danger to the Airport, civil aviation, employees of the airport, the travelling public, and/or airport users. 2. Ensure that airport-issued ID Media, including expired badges, are returned to the OGG Pass & ID Office or the LNY AOM III within five business days of notification to deactivate since the company, as the sponsor, is responsible for the accountability of the badge. 3. If this badge is not returned within five business days of notification to deactivate, my company, as sponsor, will pay applicable unrecoverable badge fees on time. I understand that my company's agreement, as sponsor, to be responsible for such charges and fees is a material condition to the Airport's issuance of the badge, and that without such an agreement from the sponsor, the Airport would not issue a badge to the applicant. 4. Ensure that no airport-issued ID Media are transferred to or used by any person other than to whom they were issued. 5. Understand that the company may be responsible for their employees' infractions and may be subject to fines and/or civil penalties. 			
COMPANY / SIGNATORY INFORMATION			
COMPANY NAME		DEPARTMENT	
AUTHORIZED SIGNER (Print)		DATE: (Valid for 30 days after signed and dated)	
AUTHORIZED SIGNER (Signature)		E-MAIL ADDRESS:	
PROJECT DURATION / CONTRACT END DATE:		PHONE NUMBER:	
GENERAL CONTRACTOR / PROJECT NUMBER		Pass & ID Office Trusted Agent:	

APPLICANT'S FULL LEGAL NAME: (Last, First, Middle)

SECTION 3: CRIMINAL HISTORY QUESTIONNAIRE

MUST be completed by the applicant

Have you ever been convicted (under Federal Law "deferred adjudication" or similar outcome is considered a conviction), entered a plea of *nolo contendere* or been found not guilty by reason of insanity, of any of the crimes listed below in the last 10 years? Please check the appropriate box next to each crime description.

List of Crimes	YES	NO	List of Crimes	YES	NO
Forgery of certificates, false marking of aircraft, and other aircraft registration violation (49 U. S. C. 46306)			Unlawful possession, use, sale, distribution, or manufacture of an explosive or weapon.		
Interference with air navigation (49 U. S. C. 46308)			Extortion		
Improper transportation of a hazardous material (49 U. S. C. 46312)			Armed or felony unarmed robbery		
Aircraft piracy (49 U. S. C. 46502)			Distribution of, or intent to distribute, a controlled substance		
Interference with flight crew members or flight attendants (49 U. S. C. 46504)			Felony arson		
Commission of certain crimes aboard aircraft in flight (49 U. S. C. 46506)			Felony involving a threat		
Carrying a weapon of explosive aboard aircraft (49 U. S. C. 46505)			Felony involving:	YES	NO
Conveying false information and threats (49 U. S. C. 46507)			• Willful destruction of property		
Aircraft piracy outside the special aircraft jurisdiction of the United States (49 U. S. C. 46502(b))			• Importation or manufacture of a controlled substance		
Lighting violations involving transporting controlled substances (49 U. S. C. 46315)			• Burglary		
Unlawful entry into an aircraft area that serves air carriers of foreign air carriers contrary to established security requirements (49 U. S. C. 46314)			• Theft		
Destruction of an aircraft or aircraft facility (18 U. S. C. 32)			• Dishonesty, fraud or misrepresentation		
Murder			• Possession or distribution of stolen property		
Assault with intent to murder			• Aggravated Assault		
Espionage			• Bribery; or		
Sedition			• Illegal possession of controlled substance punishable by a maximum term of imprisonment of more than one (1) year		
Kidnapping or hostage taking			Violence at international airports (18 U. S. C.37)		
Treason			Conspiracy to attempt to commit any of the aforementioned criminal acts		
Rape or aggravated sexual abuse					

Do you have pending or unresolved judicial (court) proceedings for any of the disqualifying crimes?

☐ YES ☐ NO Any person applying for an ID media badge who is charged with a Disqualifying Crime and awaiting a final judicial disposition will be denied issuance until a final judicial disposition is made. If you have any outstanding warrants, your badge will not be issued until the warrant is handled (within 30days)

Have you been released from prison within the last 12 months for any of the disqualifying crimes?

☐ YES ☐ NO Persons with a conviction of a Disqualifying Crime shall be ineligible to apply for ID media badge for at least 12 months from the date of release from imprisonment for a Disqualifying Crime.

Have you been arrested and convicted of a non-disqualifying crime committed on Airport property?

☐ YES ☐ NO The Airport Security Coordinator may deny issuance of an ID media Badge based on an applicant's conviction for a non-disqualifying if the offense occurred on Airport property and the offense interfered with or threatened the property, safety, comfort efficiency or security of passengers, employees, tenants, or Airport operations. Maximum period of denial under this provision shall be (1) for a misdemeanor conviction, one year from the conviction date; (2) for a gross misdemeanor conviction, three years from conviction date; or (3) for a felony conviction, ten years from conviction date.

If the Criminal History Records Check reveals a conviction of one or more of the disqualifying crimes in the past 10 years, you will not be granted approval and you will be notified of your appeal rights at that time. If there is any discrepancy or incorrect information contained in your criminal history record, you have 30 days to notify the Airport Security Coordinator in writing of your intent to have the record corrected. You must then notify the Airport Security Coordinator when the record has been corrected so that a new investigation can be submitted. In order to correct your record, you must contact the law enforcement agency that provided the information.

APPLICANT CERTIFICATION

By signing below, I am certifying that the information provided above 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

APPLICANT SIGNATURE

DATE

APPLICANT'S FULL LEGAL NAME: (Last, First, Middle)

SECTION 4: APPLICANT'S SECURITY RESPONSIBILITIES

MUST be completed by applicant after badge training.

As an LNY badge holder, I acknowledge and hereby agree to the following:

1. The ID Badge(s) issued to me is the property of LNY. I will surrender the badge(s) upon request by Airport Operations personnel, Airport Security and/or Airport Police services.
2. The ID Badge(s) must be returned immediately to the Pass & ID Office or my employer if any of the following occurs: suspension, separation from company, conviction of a disqualifying felony, or for any other reason that the badge is no longer needed
3. The Airport ID Badge is a security item. I am responsible for immediately notifying the Pass & ID Office, my supervisor, and the company's Authorized Signatory if my badge is lost or stolen.
4. The ID Badge is for Official Business Use Only. I will use my badge for work related purposes only. I will not access or attempt to access any areas of the airport without a valid OPERATIONAL NEED.
5. Access privileges and badge usage are limited to my work hours. I will not use the badge for non-work-related reasons.
6. At no time will I utilize my ID Badge to bypass security screening to board an aircraft as a passenger or when not on official business.
7. I will not allow unauthorized access through a controlled access door or gate (piggybacking).
8. If I am employed by more than one company at the airport, I will only use my ID Badge to access the areas consistent with the job functions I am performing at the time I am on Airport property.
9. I will not tamper with, deface, mutilate, alter, loan, or reproduce my ID Badge in any manner. If my badge is faded, I will return to the Pass & ID Office for a new one.
10. I will always keep my badge secured. I will NOT use or allow others to use any airport issued ID Badge or key that authorizes the access into the secured areas, AOA, sterile, or SIDA.
11. I will always display my ID Badge on the front of my outermost garment, at the waist or above, in a manner that permits immediate visual detection while in the SIDA/Sterile/AOA/Secured Areas.
12. I understand and agree to the fees associated with the Airport ID Media.
13. I will not bring, carry or transport any items on the TSA Prohibited Item List on to Airport property without valid operational need or Airport authorization.
14. While in the security areas, I understand that I am subject to all applicable state, federal and airport rules and regulations pertaining to conduct and operating procedures and am subject to search and/or detention by the Airport security personnel as required by prevailing security conditions.
15. I must comply with the challenge procedures as set forth by LNY. I will challenge and report any individual in the SIDA who is not displaying an Airport ID Badge.
16. I will wear my ID Badge each time I enter/exit an airport door or gate. I will remain at the door or gate until it has closed.
17. I must have an "E" on my ID Badge to conduct an escort into the SIDA, AOA and Sterile areas. I am fully responsible for the escorted individual(s) and their actions and will ensure those individual(s) properly display the Temporary Escort Required Badge. I will maintain positive control – be within voice range, within 10', and in direct, unobstructed line of sight – of the person(s) until they have exited the AOA and Sterile areas.
18. I will not prop open any door leading to a restricted area unless it is authorized by Airport Operations personnel or Airport Security Coordinator.
19. I will immediately report any security violation I witness to the Airport Security Services, Airport Police, and/or Airport Operations personnel.
20. I will not give out confidential security information.
21. Use of my access badge in any manner or method which violates the airport, state and/or federal rules and regulations or the conditions prescribed in this agreement may result in one or more of the following: administrative action, arrest, monetary fine, imprisonment, retraining, and/or revocation of all clearances into the security areas.

Right of Rejection or Revocation: The State of Hawaii, Department of Transportation, Airports Division reserves the right to withhold, deny or revoke any airport security clearance access to any individual or organization that fails to meet the prescribed access clearance criteria. It should be clearly understood that such denial or revocation is based solely on airport security considerations prescribed by law and does not in any way constitute a determination by the State with regards to private employment by an individual or organization.

SCREENING NOTICE: Any employee holding a credential granting access to any area of the airport (AOA) may be screened at any time while gaining access to, working in, or leaving the area (AOA). I understand and acknowledge that my refusal to comply with this consent search may result in my airport badge being confiscated and my Airport access being denied. By initialing here, I certify that I have read and understand this statement. Initials X_____

I, the undersigned, certify that the information 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 providing any false information on this application is a violation of federal and Airport regulations and can result in fines and/or imprisonment, and/or the permanent denial and/or revocation of all access medium privileges. I also acknowledge my security responsibilities under 49 CFR 1540.105(a).

APPLICANT'S SIGNATURE

DATE

BADGE ISSUANCE AND RECEIPT

Signed upon issuance and receipt of badge

Badge Received by: (Applicant's Signature and Date)

Badge Issued by: (TA's Initial and Date)