



# Ellison Onizuka Kona International Airport at Keahole ID MEDIA BADGE APPLICATION



(Choose PIN, cannot begin with 0)

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## ID MEDIA BADGE TYPE (select ONE)

☐ SIDA (Security Identification Display Area) ☐ CARGO SIDA ☐ STERILE ☐ AOA (General Aviation)

## SECTION 1: APPLICANT INFORMATION

Handwritten and incomplete applications will be rejected.  
All fields are required. Enter N/A for fields that are not applicable.

## FULL LEGAL NAME (As stated on government issued identification)

LAST NAME	FIRST NAME	MIDDLE NAME
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## ALIASES (Include all previous names, married, maiden)

ALIAS 1 (Last Name, First, Middle)	ALIAS 2 (Last Name, First, Middle)
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SOCIAL SECURITY NUMBER	DATE OF BIRTH (mm/dd/yyyy)	RACE/ETHNICITY (For fingerprint purposes) <input type="checkbox"/> American Indian <input type="checkbox"/> Asian <input type="checkbox"/> Black <input type="checkbox"/> White <input type="checkbox"/> Other
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SEX <input type="checkbox"/> Male <input type="checkbox"/> Female	HEIGHT (ft./in.)	WEIGHT (lbs.)	EYE COLOR	HAIR COLOR
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PLACE OF BIRTH (State)	PLACE OF BIRTH (Country)	COUNTRY OF CITIZENSHIP
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MAILING ADDRESS	CITY	STATE	ZIP CODE
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MOBILE PHONE NUMBER	PERSONAL E-MAIL ADDRESS
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APPLICANT SIGNATURE:	DATE:
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## COMPANY INFORMATION

COMPANY NAME	
COMPANY POINT OF CONTACT	POC PHONE NUMBER

## FOR PASS AND ID OFFICE USE ONLY

☐ CHANGE FORM ☐ SIGNATORY AUTHORIZATION ☐ ESCORT ☐ RAMP ☐ CBP1 ☐ CBP2 ☐ STA ☐ CHRC ☐ RB SUB

## ID MEDIA INFORMATION

ID Media Type _____	Issue Date _____	CHRC Date _____
ID Media # _____		
Issued by _____	Expiration Date _____	CHRC Exp _____

APPLICANT FULL LEGAL NAME: (Last Name, First, Middle)					
<b>SECTION 2: TSA CRIMINAL HISTORY QUESTIONNAIRE; 49 CFR 1542.209</b>				<b>MUST be completed by the applicant.</b>	
Have you ever been convicted (under Federal Law “deferred adjudication” or similar outcome is considered a conviction), entered a plea of <i>nolo contendere</i> 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.					
<b>List of Crimes</b>	<b>YES</b>	<b>NO</b>	<b>List of Crimes</b>	<b>YES</b>	<b>NO</b>
Forgery of certificates, false marking of aircraft, and other aircraft registration violation <small>(49 U. S. C. 46306)</small>	<input type="radio"/>	<input type="radio"/>	Unlawful possession, use, sale, distribution, or manufacture of an explosive or weapon	<input type="radio"/>	<input type="radio"/>
Interference with air navigation <small>(49 U. S. C. 46308)</small>	<input type="radio"/>	<input type="radio"/>	Extortion	<input type="radio"/>	<input type="radio"/>
Improper transportation of a hazardous material <small>(49 U. S. C. 46312)</small>	<input type="radio"/>	<input type="radio"/>	Armed or felony unarmed robbery	<input type="radio"/>	<input type="radio"/>
Aircraft piracy <small>(49 U. S. C. 46502)</small>	<input type="radio"/>	<input type="radio"/>	Distribution of, or intent to distribute, a controlled substance	<input type="radio"/>	<input type="radio"/>
Interference with flight crew members or flight attendants <small>(49 U. S. C. 46504)</small>	<input type="radio"/>	<input type="radio"/>	Felony arson	<input type="radio"/>	<input type="radio"/>
Commission of certain crimes aboard aircraft in flight <small>(49 U. S. C. 46506)</small>	<input type="radio"/>	<input type="radio"/>	Felony involving a threat	<input type="radio"/>	<input type="radio"/>
Carrying a weapon or explosive aboard aircraft <small>(49 U. S. C. 46505)</small>	<input type="radio"/>	<input type="radio"/>	Felony involving:	<b>YES</b>	<b>NO</b>
Conveying false information and threats <small>(49 U. S. C. 46507)</small>	<input type="radio"/>	<input type="radio"/>	• Willful destruction of property	<input type="radio"/>	<input type="radio"/>
Aircraft piracy outside the special aircraft jurisdiction of the United States <small>(49 U. S. C. 46502(b))</small>	<input type="radio"/>	<input type="radio"/>	• Importation or manufacture of a controlled substance	<input type="radio"/>	<input type="radio"/>
Lighting violations involving transporting controlled substances <small>(49 U. S. C. 46315)</small>	<input type="radio"/>	<input type="radio"/>	• Burglary	<input type="radio"/>	<input type="radio"/>
Unlawful entry into an aircraft or airport area that serves air carriers or foreign air carriers contrary to established security requirements <small>(49 U. S. C. 46314)</small>	<input type="radio"/>	<input type="radio"/>	• Theft	<input type="radio"/>	<input type="radio"/>
Destruction of an aircraft or aircraft facility <small>(18 U. S. C. 32)</small>	<input type="radio"/>	<input type="radio"/>	• Dishonesty, fraud or misrepresentation	<input type="radio"/>	<input type="radio"/>
Murder	<input type="radio"/>	<input type="radio"/>	• Possession or distribution of stolen property	<input type="radio"/>	<input type="radio"/>
Assault with intent to murder	<input type="radio"/>	<input type="radio"/>	• Aggravated Assault	<input type="radio"/>	<input type="radio"/>
Espionage	<input type="radio"/>	<input type="radio"/>	• Bribery; or	<input type="radio"/>	<input type="radio"/>
Sedition	<input type="radio"/>	<input type="radio"/>	• Illegal possession of a controlled substance punishable by a maximum term of imprisonment of more than one 1 year	<input type="radio"/>	<input type="radio"/>
Kidnapping or hostage taking	<input type="radio"/>	<input type="radio"/>	Violence at international airports <small>(18 U. S. C. 37)</small>	<input type="radio"/>	<input type="radio"/>
Treason	<input type="radio"/>	<input type="radio"/>	Conspiracy or attempt to commit any of the criminal acts listed in this paragraph <small>(d)</small>	<input type="radio"/>	<input type="radio"/>
Rape or aggravated sexual abuse	<input type="radio"/>	<input type="radio"/>		<input type="radio"/>	<input type="radio"/>

**Do you have pending or unresolved judicial (court) proceedings for any of the above 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 judicial disposition is made. If you have any outstanding warrants, your ID media badge will not be issued until the warrant is handled (within 30 days).

**Have you been arrested and convicted of a non-disqualifying crime committed on KOA 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 crime if the offense occurred on KOA 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 determined by the Airport Security Coordinator.

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. In the event the TSA determines that you do not meet the Security Threat Assessment eligibility requirements, you will be contacted by the TSA and given the basis of the determination and information on how you may appeal the determination. 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. To correct your record, you must contact the law enforcement agency or court that provided the information.

**APPLICANT CERTIFICATION**

By signing below, I certify that the information I have provided 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.) NOTE: Federal regulations under 49 CFR 1542.209(l) imposes a continuing obligation for badge holders to **notify the Airport Security Coordinator within 24 hours of any conviction** of any disqualifying crime or any pending judicial proceedings. ID media badge must be surrendered upon demand.

APPLICANT SIGNATURE	DATE
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**SECTION 3: PRIVACY ACT NOTICE****MUST be completed by the applicant.**

**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, Oct 5, 2018), and Executive Order 9397 (November 22, 1943), as amended.

**Purpose:** The Department of Homeland Security (DHS) will use the information to conduct a security threat assessment. If applicable, 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).

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. § 552a(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. § 552a(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 will result in denial of a 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.

By initialing here, I certify that I have read and agree to the Privacy Act Notice. **Initials X**

**SCREENING NOTICE:** Any employee holding a credential granting access to any area of the airport (SIDA, Cargo SIDA, Sterile, AOA) may be screened at any time while gaining access to, working in, or leaving the area (SIDA, Cargo SIDA, Sterile, AOA). Screening will include a physical search of the employee, their articles, bags and/or possessions for unauthorized weapons, prohibited items, explosives, and/or incendiaries. I understand and acknowledge that my refusal to comply with screening may result in, but are not limited to, my airport ID media badge being confiscated, airport access being denied, fines, and/or civil penalties. By initialing here, I certify that I have read and understand this statement. **Initials X**

**SECTION 4: SOCIAL SECURITY RELEASE****MUST be completed by the applicant.**

I authorize the Social Security Administration to release my Social Security Number and full name to the Transportation Security Administration. Enrollments 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 released 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 FULL LEGAL NAME (Last Name, First, Middle)

SOCIAL SECURITY NUMBER

DATE OF BIRTH

APPLICANT SIGNATURE

DATE

**SECTION 5: APPLICANT'S SECURITY RESPONSIBILITIES****MUST be completed by the applicant.**

**As an Ellison Onizuka Kona International Airport (KOA) ID Media badge holder, I acknowledge and hereby agree to the following:**

- 1) The ID media badge issued to me is the property of SOH DOT KOA. I will surrender the ID media badge upon request by my employer, Airport Operations personnel, Airport Security and/or Airport Police services or when no longer needed. Failure to do so may result in criminal charges of theft against me.
- 2) The ID media badge must be returned **immediately** to the Pass & ID Office or my employer if any of the following occurs: employment suspension, separation from company, resignation, termination for any reason, transfer, lay off, furlough, conviction of a disqualifying felony, ID media badge suspension, ID media badge disabled, ID media badge expired and/or ID media badge confiscated, as requested by my employer, or for any other reason that it is no longer needed.
- 3) The ID media badge is a security item. I am responsible for immediately notifying the Pass & ID Office, law enforcement, my supervisor, and/or the company's Authorized Signatory if my ID media badge is lost or stolen. I understand that I will need to report the lost or stolen badge to receive a replacement.
- 4) The ID media badge is for Official Business Use Only. I will use my ID media badge for work related purposes only. I will not access or attempt to access any areas of the airport without a valid OPERATIONAL NEED. Access privileges and ID media badge usage are limited to my work hours. Violators will be subject to penalty and/or prosecuted as prescribed by law.
- 5) At no time will I utilize my ID media badge to bypass security screening to board an aircraft as a passenger or when not on official business.
- 6) I will not allow unauthorized access through a controlled access door or gate (piggybacking).
- 7) If I am employed by more than one company (which includes Tenants, Lessees, Private Plane Owners, Permittees, Agencies, and/or organizations at KOA) at the airport, I will only use my ID media badge to access the areas consistent with the job functions I am performing at the time I am on airport property.
- 8) I will not tamper with, deface, mutilate, alter, loan, or reproduce my ID media badge in any manner. If my ID media badge is faded, I will return to the Pass & ID Office for a replacement.
- 9) I will always keep my ID media badge and PIN number secure. I will NOT use or allow others to use any airport issued ID media badge or key that authorizes the access into the SIDA, Cargo SIDA, Sterile, AOA and/or other secured areas.
- 10) I will always display my ID media 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, Cargo SIDA, Sterile, AOA and/or other secured areas.
- 11) I understand and agree to all fees associated with the ID media badge.
- 12) I will not bring, carry, or transport any items on the TSA Prohibited Items List on to airport property without a valid operational need or airport authorization.
- 13) **While on airport property**, 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 Airport Security and/or Airport Police personnel as required by prevailing security conditions.
- 14) I must comply with the challenge procedures as set forth by KOA. I will challenge and report any individual in the SIDA and secured areas who is not displaying an ID media badge.
- 15) I will swipe my ID media badge and enter my PIN each time I enter/exit an access-controlled door or gate. I will remain at the door or gate until it is secured. I will not enter/exit a controlled access door or gate that I do not have swipe and PIN access to.
- 16) I must have an "E" on my ID media badge to conduct an escort into the SIDA, Cargo SIDA, Sterile, AOA and/or other secured areas. I am fully responsible for the escorted individual(s) and their actions. I will ensure that escorted individual(s) properly display the Temporary Visitor Badge. I will maintain positive control of the individual(s) under escort and be within a distance not to exceed ten (10) feet. I will remain in direct and unobstructed line of sight and within normal voice range of the individual(s) under escort until they have exited the SIDA, Cargo SIDA, Sterile, AOA and/or other secured areas.
- 17) I understand the maximum number of Escorted Persons Allowed. No more than five (5) individuals can be escorted at a single time without the additional Authorized Escorts, or under visual surveillance by Airport Operations or Security personnel as in the case of passengers, construction crews or contractors working in a specific area.
- 18) I will not escort KOA employees who are not in possession of their KOA issued ID media badge. I will not obtain a Temporary Visitor Badge to gain access to the SIDA, Cargo SIDA, Sterile, AOA and/or other secured areas when I am not in possession of my KOA issued ID media badge or when my KOA issued ID media badge has been deactivated/revoked.
- 19) I will not prop open any door leading to a restricted area without authorization by Airport Operations personnel or the Airport Security Coordinator.
- 20) I will immediately report any security violation I witness to my employer, Airport Operations personnel, Airport Security and/or Airport Police.
- 21) I will not give out confidential security information.
- 22) Use of my ID media 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, fines, 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.

By signing below, I 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 may result in fines and/or imprisonment, and/or the permanent denial and/or revocation of all access ID media privileges. I understand that if I violate aviation security requirements resulting in revocation of my badge, my name will be added to the Centralized Revocation Database for a period of 5 years. I also acknowledge my security responsibilities under 49 CFR 1540.105(a).

APPLICANT SIGNATURE

DATE

**Signed by both applicant and Trusted Agent *AFTER* training, and upon issuance and receipt of ID media badge.**

ID MEDIA BADGE RECEIVED BY (Applicant Signature and Date)

ID MEDIA BADGE ISSUED BY (Trusted Agent Initial and Date)

**SECTION 6: COMPANY INFORMATION AND SIGNATORY AUTHORIZATION****MUST be completed by an AUTHORIZED SIGNATORY of the sponsoring company.  
Handwritten and incomplete applications will be rejected.**

APPLICANT FULL LEGAL NAME (Last Name, First, Middle)

**ID Media Badge Transaction (Select only those required)****Authorized  
Signatory Initials****Date****Trusted Agent  
Initials**☐ New ☐ Renew ☐ Escort ☐ Ramp**On behalf of the company (which includes Tenants, Lessees, Private Plane Owners, Permittees, Agencies, and/or organizations at KOA) for which I represent as the Authorized Signatory, I attest to the following:**

1. The named applicant on this application is employed by/or is sponsored by the company I represent. As this applicant's sponsor, the company is responsible for the accountability of the ID media badge. This applicant acknowledges their security responsibilities under 49 CFR 1540.105(a).
2. A specific need exists for this applicant to obtain the requested ID media badge, its access authority, and badge designations.
3. I have reviewed this application for accuracy and verified the applicant's employment eligibility.
4. I have reviewed the applicant's original documents which are the source of the information provided in Section 1 of this application. I attest that the documents provided appear genuine and are acceptable by the Pass & ID office. The information from those original documents was correctly entered in Section 1 of this application.
5. Ensure that Temporary Visitor Badges are not provided to allow badged employees to gain access into the SIDA, Cargo SIDA, Sterile or AOA when they are not in possession of their KOA issued ID media badge or when their ID media badge has been deactivated/revoked.
6. ID Media Badge Deadline: ID media badges must be obtained within 30 days following notification by airport operator that the applicant passed the STA and the CHRC did not disclose a disqualifying criminal offense in accordance with 49 CFR 1542.209(d). Any incomplete applications will be cancelled thereafter, and any payment(s) will be forfeited.

**On behalf of the company, I acknowledge the following responsibilities as the Authorized Signatory:**

1. Immediately notify the Pass & ID Office at (808) 327-9517 (during business hours) or Airport Operations at (808) 329-1083 (24/7) to deactivate the employee's ID media 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 ID media 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 badge, including expired ID media badges, are returned to the KOA Pass & ID Office within **five** business days of notification to deactivate since the company, as the sponsor, is responsible for the accountability of the ID media badge.
3. If this ID media 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 ID media badge, and that without such an agreement from the sponsor, the airport would not issue an ID media badge to the applicant.
4. Ensure that no airport-issued ID media badges 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.

**Fingerprinting & Criminal History Records Check (CHRC)**

☐ For initial applicants, I request that the airport operator fingerprint the applicant for the purpose of the CHRC required under 49 CFR 1542.209 and agree to the fees associated with fingerprinting the applicant. For renewing applicants, I request that the airport operator continue monitoring the CHRC required under 49 CFR 1542.209.

☐ I certify that the applicant is a federal, state, or local government employee who, as a condition of employment, was subjected to an employment investigation that included a criminal history records check (CHRC) in accordance with 49 CFR 1542.209 which disclosed no disqualifying offenses within the previous ten years.

**COMPANY INFORMATION / SIGNATORY AUTHORIZATION**

COMPANY NAME

COMPANY ADDRESS

SIGNATORY PHONE NUMBER

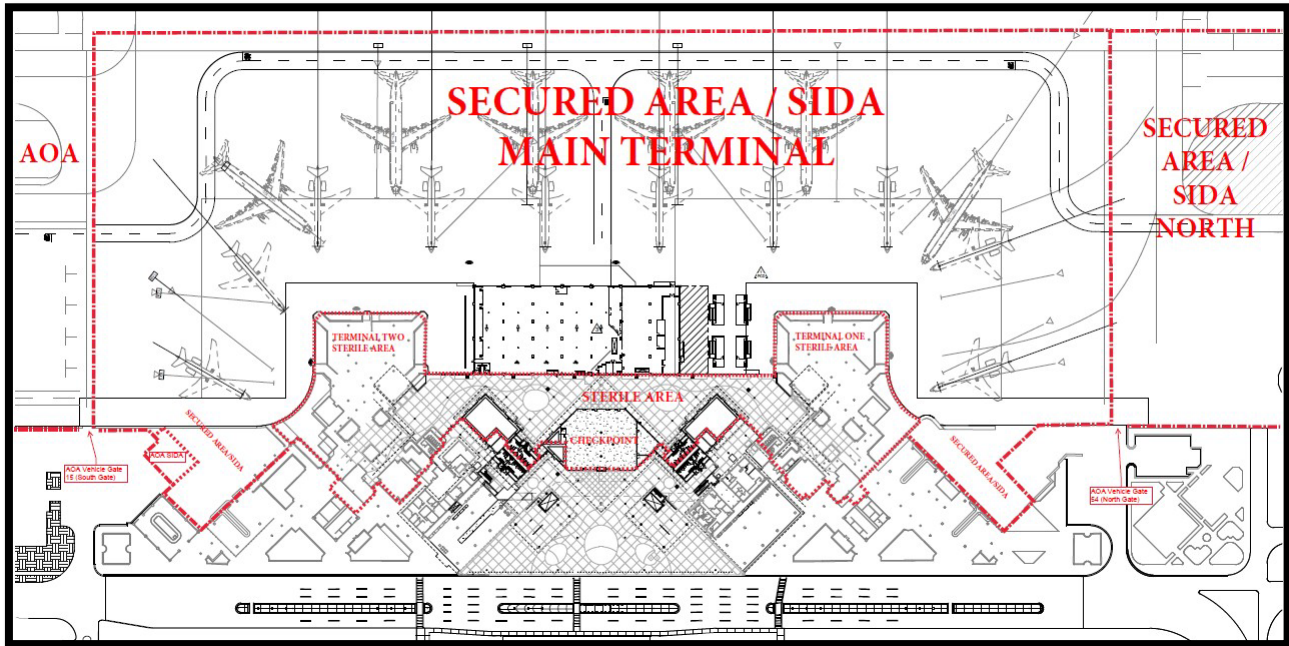
AUTHORIZED SIGNATORY (Print)

AUTHORIZED SIGNATORY (Signature)

DATE (Valid for 30 days from date)

## Ellison Onizuka Kona International Airport at Keahole (KOA)

### Security Identification Display Area (SIDA)



The SIDA is located on the ramp in front of the 1) Main Terminal and 2) on the ramp in front of the Cargo Warehouses.

The SIDA is devoted primarily to air carrier operations to include baggage operations, commercial passenger screening, and passenger loading and unloading. SIDA is a boundary that traverses the aircraft movement area. SIDA lines are **NOT TO BE CROSSED**. I ACKNOWLEDGE THAT I HAVE BEEN INSTRUCTED AS TO THE SIDA LOCATION AND ACCESS POINTS.

APPLICANT SIGNATURE

DATE