

# AOA Badge Renewal



Lihue Airport  
3901 Mokulele Loop #6  
Lihue, Hawaii 96766  
Phone: (808) 241-3925

Legal Name (Last, First, Middle)								
Mailing Address:								
Company								
Daytime Phone Number:				Email Address				
Alias Names			Gender		Citizenship			
Driver's License No		State	Expiration	Passport No.		Expiration	Country	Resident Alien No.
Naturalization No/Citizenship Certificate.			I94 Departure No.			Birth Abroad No.		
Visa #			Non-Immigrant Visa #					
<p>I, as the Authorized Signatory, attest to the following:</p> <p>1. The named applicant on this application is employed with the company I represent. My company is this applicant's sponsor. 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 specific unescorted access authority and requested badge designations. 3. I have reviewed this application for accuracy</p>								
Signatory Print Name			Signatory Signature			Badge Changes None _____ Add _____ Type		
<p>By signing below, I certify my personal information remains the same as stated above. I further verify I am aware of the requirements to notify the Airport Security Coordinator of any change in my employment status or any incidents certifying I have not been convicted of any disqualifying criminal offenses. 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 can be punished by fine or imprisonment or both (see Section 1001 of Title 18 of the United States Code). I authorized the Social Security Administration to release my Social Security Number and full name to the Transportation Security Administration, Intelligence and Analysis (IA), Attention: Aviation Program (TSA-10)/Aviation Workers Program, 601 South 12th Street, Arlington, VA 20598. 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.</p>								
Social Security Number				Date of Birth				
Airport Key #			Verified by					
Applicant Signature					Date			
BADGE #			Date			Verify ID Initial		

# TSA 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, 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.

Applicant Signature

Date

**As an LIH Airport badge holder, I acknowledge and hereby agree to the following:**

1. The ID Badge(s) issued to me is the property of LIH Airport. I will surrender the badge(s) upon request by Airport Operations personnel, Airport Security and/or Airport Policy 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 and PIN number 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 TSA & LIH. I will challenge and report any individual in the SIDA who is not displaying an Airport ID Badge.
16. I will swipe my ID 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 has closed and secured.
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 SIDA, 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.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**BADGE REFRESHER TRAINING:**

- Lihue Airport issues several types of Security Badges to identify you and where your employer wants you to work-not where you want to go

**ESCORT**

- Authorization to be escorted in SECURED AREAS of Lihue Airport need to be fully justified
- The escorting person **MUST** be authorized and have Escort privileges.
- The escorting person **MUST** always accompany person
- The person being escorted **MUST** always wear the Escort Badge while being escorted
- Badges are not transferable

**VEHICLES**

- Vehicles in the AOA **MUST** display an LIH AOA decal

**DRIVERS**

- Drivers **MUST** always have a valid driver license AND an airport license when driving on ramp.

**VIOLATIONS**

- HAR 19-14-4(c)(2)(A) Entering access point without swiping badge - Misdemeanor – Court
- HAR 19-14-4(c)(2)(B) Failure to Secure gate/door after entry – Misdemeanor – Court
- HAR 19-14-4(c)(1) Unauthorized Use of Badge Misdemeanor – Court
- HAR 19-14-4(c)(2) Multiple entry at an access – Misdemeanor Court
- HAR 19-14-4(c)(4) Improper use of temporary access (Escort) badge - Misdemeanor - Court

**Remember, everyone MUST swipe their badge**

**TERMINATION / SEPARATION FROM EMPLOYER**

- If you are terminated, you are **REQUIRED** to turn your badge in!

**DISPLAY OF BADGES**

You **MUST** always display your badge while in SIDA/Secured area.  
 Badge **MUST** be displayed on Upper Body and visible on the outer most garment

**CHALLENGING**

- You are **REQUIRED** by law to challenge anyone not wearing, failing to display the badge properly or displaying the wrong badge for the area
- ASK TO SEE BADGE
- CHECK BADGE (expiration date and picture matches)
- You **MUST** challenge any unaccompanied person wearing an Escort badge. Ask where their Escort is.
- DO NOT ENDANGER YOURSELF (Notify Supervisor, Security Dispatch and safely monitor activities)

**By signing below, I attest that I have completed the Lihue Airport Badge Refresher Training above. I do not have any questions and understand all the requirements and responsibilities associated with being an Airport Badge Holder and accept that responsibility.**

**PRINT NAME:** \_\_\_\_\_

**SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_