

# Charles M. Schulz – Sonoma County Airport SIDA Badge Request Form

## INSTRUCTIONS

1. To receive an ID badge with access to the SIDA area, please complete all fields below. Failure to include all necessary information will result in the delay or denial of an ID badge being issued.
2. An ID badge will be issued to one (1) individual per badge request.
3. Prior to receiving a SIDA badge, a fingerprint based Criminal History Records Check (CHRC) and an Employment History Record Form **or** Employment Certification Form must be completed.
4. Two forms of government issued ID are required at the time of the application to verify your identity. At least one ID must include your photograph.
5. For individuals who need to drive on a designated ramp area, a ramp driving endorsement, which must be displayed on the SIDA badge, is required. To obtain a ramp driving endorsement, individuals must complete drivers training and pass an oral and/or written exam.

**Do you need to drive on the ramp?** Yes: \_\_\_\_\_ No: \_\_\_\_\_ \*If yes, see 5 above

## PERSONAL INFORMATION

NAME: \_\_\_\_\_ SSN: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
Last First Middle

DOB: \_\_\_\_\_ Gender: M \_\_\_\_\_ F \_\_\_\_\_ Hair: \_\_\_\_\_ Eyes: \_\_\_\_\_

Height: \_\_\_\_\_ Weight: \_\_\_\_\_

Country of Birth: \_\_\_\_\_ State of Birth: \_\_\_\_\_ Citizenship: \_\_\_\_\_

Note: If Non-U.S. born U.S. Citizen, please complete page 2

Drivers License #: \_\_\_\_\_ State: \_\_\_\_\_ Exp. Date: \_\_\_\_\_

Home Address: \_\_\_\_\_ City: \_\_\_\_\_

State: \_\_\_\_\_ Zip: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Employer: \_\_\_\_\_ Position: \_\_\_\_\_

## SECURITY ADVISORY AND SIGNATURE

The Airport SIDA ID Badge issued to you is for your use only while in the performance of your official duties. This badge allows you unescorted access to the Security Identification Display Area (SIDA), the restricted area around the passenger terminal and the air carrier ramp. This badge is not transferrable. Allowing others to use your badge **WILL** result in the revocation of your SIDA badge and access to the SIDA. If you lose your badge, you **MUST** notify the Airport Manager's Office immediately. This badge must be worn at all times while in the SIDA and must be displayed above the waist on the outermost garment. If you see anyone in the SIDA without a proper ID badge, the individual must be challenged. If that (those) person(s) is (are) not authorized to be in the secure area, (i.e. No ID badge) Airport management and/or Law Enforcement must be notified immediately. While in the SIDA, you must follow all applicable Federal, State and Local laws, ordinances and regulations. Failure to comply may result in your access privileges being revoked and/or criminal or civil penalties. The SIDA ID badge is the property of the Charles M. Schulz – Sonoma County Airport and must be surrendered upon termination of your employment or on demand. A replacement fee is applied if the SIDA ID badge is lost, stolen or destroyed.

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

EMPLOYER SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

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## FOR OFFICIAL USE ONLY

AIRPORT ID #: \_\_\_\_\_ CARD #: \_\_\_\_\_ DATE ISSUED: \_\_\_\_\_ ISSUED BY: \_\_\_\_\_

CHRC COMPLETED: \_\_\_\_\_ or Airline Letter Attached, or TSA #: \_\_\_\_\_

STA Approved: \_\_\_\_\_

APPENDIX 10, 7/16/09