

# **ID Badge-Related Questions & Answers**

## **I am a new tenant of the airport, what do I need to do?**

Your employer/FBO must authorize you to have a badge. Complete the Security Access Application and have the authorized signer for your organization sign it at the bottom. Depending upon the requested access level, it may be necessary for you to complete a Criminal History Records Check and for you to complete the SIDA and/or Driver training. Deliver the completed forms and bring acceptable identification documents to the ID Badging office.

## **I am a new employee of the airport, what do I need to do?**

Your employer must authorize you to have a badge. Complete the Security Access Application and have the authorized signer for your organization sign it at the bottom. Depending upon the requested access level, it may be necessary for you to complete a Criminal History Records Check and for you to complete the SIDA and/or Driver training. Deliver the completed forms and bring acceptable identification documents to the ID Badging office.

## **I am a new tenant pilot, what do I need to do?**

Your FBO or SMAA Properties must authorize you to have a badge. Complete the Security Access Application and have your authorized signer sign it at the bottom. Bring the form to the ID Badging office and bring acceptable identification documents. Complete a computer-based GA-Tenant Security training course.

## **I lost my ID badge, or it was stolen, am I in trouble?**

Call Operations immediately (941-359-2770, ext. 4300) to report the loss. You must complete the Lost Badge Form and pay \$100 for another badge.

## **I have a second job at the airport, do I need another ID badge?**

Yes, your additional employer must authorize you to have a badge. Complete the Security Access Application form and have your authorized signer sign it at the bottom. You do not have to fill a new Criminal History Records Check or complete the SIDA and/or Driver training if already done so. Bring the form to the ID Badging office.

## **I changed companies, do I need a new ID badge?**

Yes, but first return your current badge to the ID Badging office. Then, your new employer must authorize you to get a new badge. Request the Security Access Application and have your authorized signer sign it at the bottom. Bring the form to the ID Badging office. You may not have to fill a new Criminal History Records Check or complete the SIDA and/or Driver training if already done so. Note: if you had SIDA/Sterile Area access with your original employer, and it has been more than 30 days since you left, we must resubmit your fingerprints. This will result in a fee charged to your new employer.

**What if my badge is not working at certain doors or gates?**

First, should you have access to those doors/gates? The ID Badging office can tell you that. If you should have access, it is possible that a door/gate is out of service. Or, it could be operator error. In any event, contact the ID Badging office at (941) 359-2770 Ext. 4268 or Ext. 4300 if after business hours.

**What if my badge does not work at all?**

Contact the ID Badging office at (941) 359-2770 Ext. 4268 or Operations after hours at (941) 359-2770 Ext. 4300.

**What if I need access to the Customs area?**

Your employer must authorize this. Have that person contact the ID Badging office. Request the Security Access Application and have your authorized signer sign it at the bottom. Bring the form to the ID Badging office. Customs and Border Protection forms may also be necessary.

**What type of vehicle insurance do I need to drive to my hangar?**

See the requirements.

**How much does an ID badge cost?**

See the fee schedule.

**Can I change my name, job title or authorized access level?**

Yes, but you must complete the Change Form. There may be a cost for this service.

**When exactly does my ID badge expire?**

Badges expire the first of your birth month. For example, if your badge has 11/15 on the front, this means your badge will expire November 1, 2015. Don't wait until the last minute to renew your badge! If your badge expires prior to renewal, there is a 3-5 business day waiting period to receive your renewed badge.