

<b>01</b>	<b>TENANT COMPANY NAME</b>	<b>CONTRACTOR/VENDOR COMPANY NAME</b>
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(EMPLOYEE/APPLICANT – DEPARTMENT NAME)	(EMPLOYEE/APPLICANT – SUPERVISOR’S NAME)	(SUPERVISOR’S PHONE #)
(EMPLOYEE/APPLICANT – COMPANY ADDRESS)		

## 02 EMPLOYEE INFORMATION

(LAST NAME)	(FIRST NAME)	(MIDDLE NAME)
(NICK NAMES/ALIASES)	(EMAIL ADDRESS)	(DAYTIME PHONE #)
(CELL PHONE #)	(HOME/MAILING ADDRESS – STREET)	(APT. #)
(CITY)	(STATE)	(ZIP)
(COUNTRY)		

<b>EYE COLOR</b> (✓ CHECK ONE)	<input type="checkbox"/> BLACK	<input type="checkbox"/> BROWN	<input type="checkbox"/> HAZEL	<input type="checkbox"/> OTHER: _____	<b>HAIR COLOR</b> (✓ CHECK ONE)	<input type="checkbox"/> BLACK	<input type="checkbox"/> BROWN	<input type="checkbox"/> RED	<input type="checkbox"/> BLOND	<input type="checkbox"/> GRAY	<input type="checkbox"/> OTHER: _____
<b>RACE</b> (✓ CHECK ONE)	<input type="checkbox"/> ASIAN	<input type="checkbox"/> HISPANIC	<input type="checkbox"/> AMERICAN INDIAN	<input type="checkbox"/> OTHER: _____	<b>GENDER</b>	<input type="checkbox"/> MALE	<input type="checkbox"/> FEMALE	<b>HEIGHT</b>	<b>WEIGHT</b>	LBS.	

(DATE OF BIRTH – MM/DD/YYYY)	(PLACE OF BIRTH – CITY/STATE/COUNTRY)	<input type="checkbox"/> U.S. <input type="checkbox"/> OTHER: _____ (CITIZENSHIP COUNTRY)
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(IF YOU ARE **NOT** A U.S. CITIZEN OR BORN ABROAD, YOU ARE **REQUIRED** TO SUBMIT THE FOLLOWING APPLICABLE INFORMATION):

(PASSPORT #)	&	ISSUING COUNTRY	(ALIEN REGISTRATION # - 9 DIGITS NO DASHES)	(I-94 ARRIVAL/DEPARTURE # - 11 DIGITS NO DASHES)
(CERTIFICATE OF NATURALIZATION # - 9 DIGITS NO DASHES)	<b>DS</b>	DS-1350 CERTIFICATION OF BIRTH ABROAD # - 10 DIGITS NO DASHES)	(NON-IMMIGRANT VISA # - CONTROL #	& EXPIRATION DATE)

### PRIVACY ACT NOTICE & SOCIAL SECURITY NUMBER VERIFICATION

	<b>SSN #</b>
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**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 110-52, 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 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 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 may 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.

- "I **authorize** the Social Security Administration to release my Social Security Number and full name to the Transportation Security Administration, Office of Intelligence and Analysis (OIA), Attention: Aviation Programs (TSA-10)/Aviation Worker Program, 601 South 12<sup>th</sup> 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 the Social Security records, I could be punished by a fine or imprisonment or both."
  - "I **do not** authorize the Social Security Administration to release my Social Security Number and full name to the Transportation Security Administration.
- NOTE: A SSN is required for obtaining a SIDA or AOA badge.**

(EMPLOYEE/APPLICANT – PRINT FULL NAME)	(EMPLOYEE/APPLICANT – SIGNATURE)	(DATE – MM/DD/YYYY)
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Persons seeking unescorted access to the Security Areas of airports and individuals performing security screening functions at airports and persons authorizing this access are subject to the requirements of 49 Code of Federal Regulations (CFR) 1542.209. These requirements include employment history and criminal background checks.

**By signing below, I certify:**

- A. That I have not, during the past **10** years, been convicted or found not guilty by reason of insanity of any of the following **28** disqualifying offenses:

<ul style="list-style-type: none"> <li><b>01</b> Forgery of certificates, false marking of aircraft, and other aircraft registration violation (49 USC 46306);</li> <li><b>02</b> Interference with air navigation (49 USC 46308);</li> <li><b>03</b> Improper transportation of a hazardous material (49 USC 46312);</li> <li><b>04</b> Aircraft piracy (49 USC 46502);</li> <li><b>05</b> Interference with flight crew members or flight attendants (49 USC 46504);</li> <li><b>06</b> Commission of certain crimes aboard aircraft in flight (49 USC 46506);</li> <li><b>07</b> Carrying a weapon or explosive aboard aircraft (49 USC 46505);</li> <li><b>08</b> Conveying false information and threats (49 USC 46507);</li> <li><b>09</b> Aircraft piracy outside the special aircraft jurisdiction of the United States (49 USC 46502(b));</li> <li><b>10</b> Lighting violations involving transporting controlled substances (49 USC 46315);</li> <li><b>11</b> Unlawful entry into an aircraft or airport area that serves air carriers or foreign air carriers contrary to established security requirements (49 USC 46314);</li> <li><b>12</b> Destruction of an aircraft or aircraft facility (18 USC 32);</li> <li><b>13</b> Murder;</li> <li><b>14</b> Assault with intent to murder;</li> <li><b>15</b> Espionage;</li> <li><b>16</b> Sedition;</li> <li><b>17</b> Kidnapping or hostage taking;</li> <li><b>18</b> Treason;</li> <li><b>19</b> Rape or aggravated sexual abuse;</li> </ul>	<ul style="list-style-type: none"> <li><b>20</b> Unlawful possession, use, sale, distribution, or manufacture of an explosive or weapon;</li> <li><b>21</b> Extortion;</li> <li><b>22</b> Armed or felony unarmed robbery;</li> <li><b>23</b> Distribution of, or intent to distribute, a controlled substance;</li> <li><b>24</b> Felony arson;</li> <li><b>25</b> Felony involving a threat;</li> <li><b>26</b> Felony involving:                             <ul style="list-style-type: none"> <li><b>i.</b> Willful destruction of property;</li> <li><b>ii.</b> Importation or manufacture of a controlled substance;</li> <li><b>iii.</b> Burglary;</li> <li><b>iv.</b> Theft;</li> <li><b>v.</b> Dishonesty, fraud, or misrepresentation;</li> <li><b>vi.</b> Possession or distribution of stolen property;</li> <li><b>vii.</b> Aggravated assault;</li> <li><b>viii.</b> Bribery; or</li> <li><b>ix.</b> Illegal possession of a controlled substance punishable by a maximum term of imprisonment of more than 1 year.</li> </ul> </li> <li><b>27</b> Violence at international airports; and</li> <li><b>28</b> Conspiracy or attempt to commit any of the aforementioned criminal acts.</li> </ul>
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- B. That these regulations impose a continuing obligation to disclose to the Memphis-Shelby County Airport Authority any disqualifying criminal offense. Each individual with unescorted access authority must report the offense to the Memphis-Shelby County Airport Authority and surrender the personnel identification access medium to the issuer within 24 hours of the conviction or the finding of not guilty by reason of insanity.
- C. I have been advised that if a disqualifying offense has been disclosed, I will have 30 days to notify the Airport Authority or aircraft operator in writing of my intention to correct information that is incorrect. If notification to correct record is not made within 30 days a final decision to deny access will be made.
- D. I have been advised that a copy of the Criminal History Records Check will be provided to me, if requested in writing, and any denial of access due to results of the Security Threat Assessment will be provided to me from the TSA through the Airport.
- E. I have been advised that the MSCAA Airport Security Coordinator or a designated representative is my point of contact if I have questions about the results of the Criminal History Records Check or the Security Threat Assessment.
- F. The information I have 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 a knowing and willful false statement on this application can be punished by fine or imprisonment or both. (Section 1001 of Title 18 of the United States Code)
- G. The FBI may retain your fingerprints and associated information/biometrics 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.

(EMPLOYEE/APPLICANT – PRINT FULL NAME)

(EMPLOYEE/APPLICANT – SIGNATURE)

(DATE – MM/DD/YYYY)

**EMPLOYEE ACKNOWLEDGEMENT OF RECEIPT OF YOUR RESPONSIBILITIES IN THE AIRPORT SECURITY PLAN HANDBOOK**

The undersigned employee does hereby acknowledge receipt of the Memphis-Shelby County Airport Authority's "Your Responsibilities in the Airport Security Plan Handbook" booklet. Employee further acknowledges and understands that it is his or her responsibility to read and become familiar with the security regulations, policies and procedures contained herein.

**SCREENING NOTICE:** Any employee holding a credential granting access to a Security Identification Display Area may be screened at any time while gaining access to, working in, or leaving a Security Identification Display Area.

(EMPLOYEE/APPLICANT – PRINT FULL NAME)

(EMPLOYEE/APPLICANT – SIGNATURE)

(DATE – MM/DD/YYYY)

**CUSTOMER SERVICE RESPONSIBILITY ACKNOWLEDGEMENT**

As employees working at the Memphis International Airport, we work together to provide our customers with exemplary customer service. One of these services is exhibited when we are in line preparing to enter the sterile concourse at the TSA Screening Checkpoints. As employees, we will not bypass our customers in line at the checkpoints. Failure to adhere to this responsibility will result in loss of access.

(EMPLOYEE/APPLICANT – PRINT FULL NAME)

(EMPLOYEE/APPLICANT – SIGNATURE)

(DATE – MM/DD/YYYY)

**LAW ENFORCEMENT OFFICER ACKNOWLEDGEMENT (LAW ENFORCEMENT OFFICERS ONLY)**

The undersigned armed Law Enforcement Officer (LEO) does hereby acknowledges that as an employee of an airline or tenant he or she will not access a controlled door or enter into a Sterile or SIDA area of the Memphis International Airport armed unless he or she is on official duty as a Law Enforcement Officer at the Memphis Airport. All armed officers not on official duty must present themselves at the screening checkpoint exit lane to have their credentials checked by an Airport Police Officer and sign the TSA LEO Log Book.

(LEO ONLY- EMPLOYEE/APPLICANT – PRINT FULL NAME)

(EMPLOYEE/APPLICANT – SIGNATURE)

(DATE – MM/DD/YYYY)

**03 COMPANY AUTHORIZED SIGNATORY USE ONLY (TO BE FILLED OUT & SIGNED BY AN MSCAA APPROVED COMPANY AUTHORIZED SIGNATORY ONLY)**

**ACCESS**

**BADGE TYPE**

SIDA  STERILE  AOA  PARKING

**E**  YES  NO

(ESCORT PRIVILEGES – ✓ CHECK ONE)

YES  NO

(CONSTRUCTION PROJECT – ✓ CHECK ONE)

(PROJECT EXPIRATION DATE – MM/DD/YYYY)

YES  NO

(DRIVING PRIVILEGES – ✓ CHECK ONE)

(DRIVER'S LICENSE #

& DL STATE)



CLASS 3



CLASS 2

CLASS 2L



YES  NO

(SMGS/LOW VISIBILITY – ✓ CHECK ONE)

**PARKING**  EAST LOT  WEST LOT

(EMPLOYEE MAIN PARKING – ✓ CHECK ONE)

**GATES**

CARGO CENTRAL  EAST  EAST CARGO  FUEL FARM

(ONLY SIDA BADGE HOLDERS WITH APPROPRIATE AOA DRIVING PRIVILEGES CAN BE GIVEN ACCESS TO SIDA GATES – ✓ CHECK ALL THAT APPLY)

**COMPANY ACCESS GROUPS**

(LIST COMPANY SPECIFIC ACCESS GROUPS CREATED BY COMPANY A.S. & MSCAA AIRPORT SECURITY COORDINATOR OR ALTERNATE ONLY):

**ACCESS GROUP NAME**

**OTHER**

**INVOICING & AUTHORIZED SIGNATORY APPROVAL SIGNATURE A.S. EMAIL ADDRESS**

**INVOICE COMPANY**  BADGE  FINGERPRINTING  STA  PARKING  ADMIN FEES

**INVOICE EMPLOYEE**  BADGE  FINGERPRINTING  STA  PARKING  ADMIN FEES

**INVOICE CONTRACTOR**  BADGE  FINGERPRINTING  STA  PARKING  ADMIN FEES

I certify that I am an authorized Approving Officer for my Company and an approved MSCAA Authorized Signatory. I further certify that the above  Employee  Contractor is currently employed/contracted by my Company and has a job related need for the type of ID and Access that I am requesting.

(AUTHORIZED SIGNATORY – WORK PHONE #)

(AUTHORIZED SIGNATORY – CELL PHONE #)

(AUTHORIZED SIGNATORY – FAX #)

(AUTHORIZED SIGNATORY – PRINT FULL NAME)

(AUTHORIZED SIGNATORY – SIGNATURE)

(DATE – MM/DD/YYYY)

ALL DOCUMENTS MUST BE **UNEXPIRED**

**ONE** ID FROM **LIST A** IS NEEDED **AND ONE** FROM **LIST B** OR **LIST C**

### LIST A

***Documents that Establish Both Identity and Employment Eligibility:***

- |   |   |   |
|---|---|---|
| <ol style="list-style-type: none"> <li>1. U.S. Passport or Passport Card</li> <li>2. Permanent Resident Card or Alien Registration Card (Form I-551)</li> <li>3. Foreign passport that contains a temporary I-551 stamp or temporary I-551 printed notation on a machine readable immigrant visa</li> <li>4. Employment Authorization Document that contains a photograph (Form I-766)</li> <li>5. For a nonimmigrant alien authorized to work for a specific employer because of his or her status:</li> </ol> | <ol style="list-style-type: none"> <li>a. Foreign passport; and</li> <li>b. Form I-94 or Form I-94A that has the following:               <ol style="list-style-type: none"> <li>(1) The same name as the passport; and</li> <li>(2) An endorsement of the alien's nonimmigrant status as long as that period of endorsement has not yet expired and the proposed employment is not in conflict with any restrictions or limitations identified on the form.</li> </ol> </li> </ol> | <ol style="list-style-type: none"> <li>6. Passport from the Federated States of Micronesia (FSM) or the Republic of the Marshall Islands (RMI) with Form I-94 or Form I-94A indicating nonimmigrant admission under the Compact of Free Association Between the United States and the FSM or RMI</li> </ol> |
|---|---|---|

OR **ONE** ID FROM **BOTH LIST B AND LIST C**

### LIST B

***Documents that Establish Identity:***

1. Driver's license or ID card issued by a State or outlying possession of the United States provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address
2. ID card issued by Federal, State, or local government agencies or entities, provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address
3. School ID card with a photograph
4. Voter's registration card
5. U.S. Military card or draft record
6. Military dependent's ID card
7. U.S. Coast Guard Merchant Mariner Card
8. Native American tribal document
9. Driver's license issued by a Canadian government authority

**For persons under the age of 18 who are unable to present a document listed above:**

1. School record or report card
2. Clinic, doctor, or hospital record
3. Day-care or nursery school record

### LIST C

***Documents that Establish Employment Eligibility:***

1. A Social Security Account Number card, unless the card includes one of the following restrictions:
  - (1) NOT VALID FOR EMPLOYMENT
  - (2) VALID FOR WORK ONLY WITH INS AUTHORIZATION
  - (3) VALID FOR WORK ONLY WITH DHS AUTHORIZATION
2. Certification of Birth Abroad Issued by the Department of State (Forms DS-1350, FS-545, FS-240)
3. Original or certified copy of a birth certificate issued by a State, county, municipal authority, or territory of the United States bearing an official seal
4. Native American tribal document
5. U.S. Citizen ID Card (Form I-197)
6. ID Card for use of Resident Citizen in the United States (Form I-179)
7. Employment authorization document issued by the Department of Homeland Security

**1542.209.e.3** - The airport operator must verify the identity of the individual through **two** forms of identification prior to fingerprinting, and ensure that the printed name on the fingerprint application is legible. At least **one** of the two forms of identification must have been issued by a government authority, and at least **one** must include a photo.