



BISMARCK AIRPORT ACCESS APPLICATION INSTRUCTIONS

SECTION I: APPLICANT INFORMATION

- 1.) Fill out your personal information as shown. Provide any past names that you have gone by.
- 2.) If you were born in the US, continue to Section II.
- 3.) If you are a US Citizen, but born outside the US, provide at least one of the identifications listed in the box.
- 4.) If you are not a US Citizen, provide one or more of the identifications listed in the box. (NOTE: If you have a non-immigrant visa, you must provide the I-94 documentation.)

SECTION II: COMPANY/ EMPLOYER INFORMATION (TO BE COMPLETED BY EMPLOYER)

If you are a private individual applying for an AOA badge for hangar or plane access fill out 1, 2, 3

- 1.) Indicate the reason the employee needs airport access.
- 2.) Indicate whether the employee needs driving rights (Proof of Insurance is Required)
 - a. Movement Areas, include runway and taxiways
 - b. AOA Only, includes ramps and perimeter roads
- 3.) Indicate which badge type you are requesting.
- 4.) Fill out your employer's information, including the position title. (IF APPLICABLE)
- 5.) You as the supervisor must sign this section to verify that the employee require airport access.

SECTION III: PRIVACY ACT NOTICE

- 1.) Review the Privacy Act Notice.

SECTION IV: RULES AND REGULATIONS

- 1.) Review the Rules and Regulations.

SECTION V: SOCIAL SECURITY VERIFICATION STATEMENT

- 1.) Review the Social Security Verification Statement.
- 2.) DO NOT SIGN until you come to the airport and are in the presence of an airport official.

FINGERPRINT APPLICATION

- 1.) Only complete this section if you are requesting a WHITE or RED, badge.
- 2.) Review the declaration.
- 3.) DO NOT SIGN until you come to the airport and are in the presence of an airport official.

You will sign these sections at the airport. There are also several other items that you will need to present at the airport with your application, listed in detail in the next section.

BRING APPLICATION TO THE AIRPORT

When you come to the airport, bring the following items with you:

1. Payment – The application fees are listed at the top of the application. (Consult your employer regarding these fees)
2. Two (2) Forms of Identification (ID) – You are required to present two forms of ID. You must present the following:
 - a. Driver’s License **OR** US Passport or US Passport Card
 - b. Social Security Card **OR** Original or Certified Copy of Birth Certificate

If you are a US Citizen, and were not born in the United States, provide at least one of the documents listed below:

- US Passport or US Passport Card
- Certification of Naturalization (N-550 or N-570)
- US Birth Abroad Certificate (DS 1350 or FS545)
- Consular Report of Birth Aboard (FS-240)
- Certification of Birth Aboard (Form FS-545)
- Certificate of Citizenship Forms (N-560 or N-561)

If you are a not a US Citizen, provide at least one of the documents listed below:

- Non-immigrant Visa Foreign Passport
- Foreign Passport
- I-94 Arrival/Departure Form
- Alien Registration Form

Bring your application, application fees, and two forms of ID to the Airport Administration Office, located on the second floor of the Bismarck Airport Terminal Building.

After your application and fingerprints have been submitted, you will be required to complete training for your badge at the Airport Fire Station. You will receive a call from the Airport Fire Station to set up the training. **BRING THE SAME TWO FORMS OF ID TO THE AIRPORT FIRE STATION.** Upon successful completion of training, you will be issued a badge.

IF YOU HAVE ANY QUESTIONS ABOUT FILLING OUT THE BADGE APPLICATION CONTACT AIRPORT ADMINISTRATION AT 701-355-1808



Application	Fees
SIDA Badge	\$70
AOA Badge	\$15
Parking Key Card	\$10

BISMARCK AIRPORT ACCESS APPLICATION

REVISED 3/1/2023

SECTION I: APPLICANT INFORMATION

CURRENT FULL LEGAL NAME

LAST	FIRST	MIDDLE
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SOCIAL SECURITY NUMBER	DATE OF BIRTH MM/DD/YYYY	SEX ___M___F	RACE
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EYE COLOR	HAIR COLOR	HEIGHT	WEIGHT	PLACE OF BIRTH (STATE/COUNTRY)	CITIZENSHIP COUNTRY
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CURRENT MAILING ADDRESS

STREET	CITY	STATE	ZIP
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LIST ALL PREVIOUS NAMES USED (INCLUDE MAIDEN NAMES OR ALIAS)

LAST 1 ST	FIRST	MIDDLE
2 ND		
3 RD		

DAYTIME PHONE NUMBER	EMAIL ADDRESS
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HAVE YOU PREVIOUSLY HAD A BISMARCK AIRPORT BADGE ___ YES ___ NO - IF YES, DATES BADGE WAS HELD _____

IF YOU ARE A U.S. CITIZEN NOT BORN IN THE U.S. (PROVIDE AT LEAST ONE OF THE DOCUMENTS LISTED BELOW)		IF YOU ARE NOT A U.S. CITIZEN (PROVIDE ONE OR MORE OF THE DOCUMENTS LISTED BELOW)	
U.S. PASSPORT/PASSPORT CARD	CONSULAR REPORT OF BIRTH ABOARD FORM FS-240	ALIEN REGISTRATION NUMBER	FOREIGN PASSPORT
CERTIFICATION OF NATURALIZATION FORMS N-550 OR N-570	CERTIFICATION OF BIRTH ABOARD FORM FS-545	NON-IMMIGRANT VISA FOREIGN PASSPORT	I-94 FORM ARRIVAL/DEPARTURE
CERTIFICATION OF REPORT OF BIRTH FORM DS-1350	CERTIFICATE OF CITIZENSHIP FORMS N-560 OR N-561	OTHER:	

SECTION II COMPANY/EMPLOYER INFORMATION (TO BE COMPLETED BY EMPLOYER)

REASON FOR BADGE (EMPLOYMENT, HANGAR ACCESS, BASED PILOT, ETC.)	BADGE TYPE NEEDED: ___ AOA (BLUE) ___ PARKING PERMIT ___ SIDA (RED OR WHITE)
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DRIVING PRIVILEGES

1. DO YOU NEED TO DRIVE OR OPERATE EQUIPMENT ON THE RUNWAY OR TAXIWAYS? ___ YES ___ NO

2. DO YOU NEED TO DRIVE OR OPERATE EQUIPMENT ON ONE THE RAMPS? ___ YES ___ NO

APPLICATION POSITION TITLE:

EMPLOYER NAME (IF APPLICABLE)	SUPERVISOR NAME (IF APPLICABLE)	EMPLOYER PHONE NUMBER (IF APPLICABLE)
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EMPLOYER ADDRESS STREET, CITY, STATE, ZIP) (IF APPLICABLE)	EMPLOYER E-MAIL (IF APPLICABLE)
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I CERTIFY THAT THIS APPLICANT IS ACTIVELY EMPLOYED AND REQUIRES UNESCORTED ACCESS TO THE SIDA OR AOA AT THE BISMARCK AIRPORT AND I WILL IMMEDIATELY NOTIFY AIRPORT STAFF WHEN THE MEDIA HOLDER NO LONGER REQUIRES ACCESS. THE INDIVIDUAL APPLICANT ACKNOLEDGES THEIR SECURITY RESPONSIBILITIES UNDER 49 CFR 150.105(A)

NAME PRINTED : _____ TITLE: _____

AUTHORIZED SIGNATURE: _____ DATE: _____

SECTION III: PRIVACY ACT NOTICE

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 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 for 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.

Routine Uses: In addition to those disclosures generally permitted under 5 U.S.C. 522a(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. 522a(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© 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.

SECTION IV: RULES AND REGULATIONS

By signing below, I agree to follow the access control rules and regulations set by the Transportation Security Administration and/or Bismarck Airport and amendments thereto, as follows:

1. Immediate notification to Bismarck Airport Management of lost or stolen key, access card, or I.D. badge.
2. Key, access card, or I.D. badges are the property of the City of Bismarck and is non-transferable. Key, access card, or I.D. badge must be returned upon transfer or termination of employment. Bismarck Airport reserves the right to recall keys, access cards and I.D. badges at any time. Failure to return may result in criminal penalty ndcc 12.1-23-05.
3. Keys, access cards, I.D. badges may not be loaned to other persons. Doing so is a violation of Federal law.
4. Access must be controlled while gate/door is open. Gate/door must be closed after entering or exiting the area (stop and wait procedure).
5. Any person whose act or failure to act results in a fine or penalty being assessed against the airport or the City of Bismarck by any Federal, state, or local governmental agency having jurisdiction shall be fully liable for the payment or reimbursement to the Airport of such fine or penalty this liability would extend to and include the costs associated with the restitution, modification, repair, or clean-up of conditions resulting from such violations including attorney fees. These situations may include security, safety, environmental, aeronautical, health or any other airport related issues. (City of Bismarck ordinance 10-08-10)
6. Violation of access control rules may result in fines or revoking of key, access card and I.D. badge.
7. Some employees receiving keys, access card, and I.D. badge will be required to complete 49cfr part 1542.213 training for access onto the Security Identification Display Area (SIDA). While in the SIDA the I.D. badge shall be displayed on the outermost garment above the waist at all times. Challenge procedures must be adhered to at all times.
8. Employees operating a motor vehicle on airside will be required to supply and keep current a certification of insurance that meets the minimum amounts and coverages as determined by the Bismarck Airport.
9. False Statement: It is unlawful for any person to make a false statement or false representation, orally or in writing, to a designated airport official if that false statement allows that person to access or enter the security display identification area, airport operations area, or any other secured area at the airport. (City of Bismarck ordinance 10-08-09 and section 1001 of title 18 united states code)
10. 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.
11. Determinations - Bismarck Airport Management has final authority regarding issuance and revocation of identification and access media for applicants. Determinations on identification and access media may be made at any time for any reason by a Bismarck Airport Airport Security Coordinator. Applying for access and identification media does not guarantee identification and or access media will be issued to an applicant.

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)

SECTION V: SOCIAL SECURITY VERIFICATION STATEMENT

I authorize the social security administration to release my social security number and full name to the Transportation Security Administration, Enrollment 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.

Full Name (Print)	SSN	Date of Birth MM/DD/YYYY

Signature: _____ Date: _____

FINGERPRINT APPLICATION (white or red badge only)

Fingerprint application must be reviewed and signed prior to submission of fingerprints.

Disqualifying criminal offenses as defined by 49 CFR 1542.209

(1) Forgery of certificates, false marking or aircraft, and other aircraft registration violation; 49 U.S.C. 46306.	(18) Treason.
(2) Interference with air navigation; 49 U.S.C. 46308.	(19) Rape or aggravated sexual abuse.
(3) Improper transportation of a hazardous material; 49 U.S.C. 46312.	(20) Unlawful possession, use, sale, distribution, or manufacture of an explosive or weapon.
(4) Aircraft piracy; 49 U.S.C. 46502.	(21) Extortion.
(5) Interference with flight crew members or flight attendants; 49 U.S.C. 46504.	(22) Armed or felony unarmed robbery.
(6) Commission of certain crimes aboard aircraft in flight; 49 U.S.C. 46506.	(23) Distribution of, or intent to distribute, a controlled substance.
(7) Carrying a weapon or explosive aboard aircraft; 49 U.S.C. 46505.	(24) Felony arson.
(8) Conveying false information and threats; 49 U.S.C. 46507.	(25) Felony involving a threat.
(9) Aircraft piracy outside the special aircraft jurisdiction of the United States; 49 U.S.C. 46502(b).	(26) Felony involving:
(10) Lighting violations involving transporting controlled substances; 49 U.S.C. 46315.	(i) Willful destruction of property;
(11) Unlawful entry into an aircraft or airport area that serves air carriers or foreign air carriers contrary to established security requirements; 49 U.S.C. 46314.	(ii) Importation or manufacture of a controlled substance;
(12) Destruction of an aircraft or aircraft facility; 18 U.S.C. 32.	(iii) Burglary;
(13) Murder.	(iv) Theft;
(14) Assault with intent to murder.	(v) Dishonesty, fraud, or misrepresentation;
(15) Espionage.	(vi) Possession or distribution of stolen property;
(16) Sedition.	(vii) Aggravated assault;
(17) Kidnapping or hostage taking.	(viii) Bribery; or
	(ix) Illegal possession of a controlled substance punishable by a maximum term of imprisonment of more than 1 year.
	(27) Violence at international airports; 18 U.S.C. 37.
	(28) Conspiracy or attempt to commit any of the criminal acts listed in this paragraph

By signing this application, I am stating that I have not been convicted or found not guilty by reason of insanity of a disqualifying criminal offense described in the paragraph above in any jurisdiction. By signing this application, I am acknowledging that I have been informed that Federal Regulations under 49 CFR 1542.209(l) impose a continuing obligation to disclose to the Airport Operator within 24 hours if I am convicted of any disqualifying criminal offense that occurs while I have unescorted access authority. 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 a fine or imprisonment or both (See Section 1001 of Title 18 United States Code).

Applicant's Name Print _____ Signature _____ Date _____

Note: A copy of the criminal record received by the FBI will be provided to the applicant, if requested by the applicant in writing. The point of contact for applicant questions about the CHRC, or from individuals who seek correction of their FBI criminal record, is an Airport Security Coordinator and they can be reached at (701) 355-1808.