

CAPITAL REGION INTERNATIONAL AIRPORT BADGE GUIDELINES

IMPORTANT GUIDELINES: It is essential in completing this form that these instructions are adhered to.

- An application is required for all new and renewing applicants. A fingerprint application is required for a CHRC.
- TYPE or PRINT. DO NOT mark, fold or staple. DO NOT use correction tape or fluid.
- Official company name, street and mailing address of the employer is required for database purposes.
- ALL information and ALL original signatures are required. Signatory Authorities need to have their signature on file with LAN Operations. See Signatory Authorization Form.
- Valid government issued photo ID required. If applicant is not a U.S Citizen, a Resident Alien Card or work authorization card must be presented. See list of Acceptable Documentation.
- Failure to comply with these guidelines may results in rejection of the application.

TRUSTED AGENT:

- Tammie Moore (tmoore@craa.com) and Lisa Adams (ladams@craa.com) are the trusted agents at LAN. Information regarding this process can be processed from either person.
- The Trusted Agent determines Access Code(s) based on doors and gates through which access is required.
- Authorized unescorted access to federal inspection areas is depicted on the LAN Airport Access Badge and encoded on the Access Badge when authorized by U.S. Customs.

AUTHORIZED SIGNATORY:

Those with authorized signatures on file with the LAN Access Control Office may authorize the issuance of LAN Airport Access Badges for that company.

DISCLOSURE:

Pursuant to 49 CFR Parts 1542 and Parts 1544, the Airport has implemented an electronic fingerprinting criminal history record check, which includes this application process and issuance of access badges for individuals whose work requires access to secured areas of LAN Airport. Information provided on this application, including individual social security numbers, will be used by the Airport in accordance with applicable laws to enable the Airport to implement these federal requirements. Social Security numbers may be used for identification of applicants, sorting and tracking of badges, verification of information and identity and, in the event of misuse of any badge or other privilege connected with this application, for law enforcement or security purposes. Disclosure of your social security number is mandatory and failure to do so will result in denial of badge privileges.

FEES:

LAN Airport Access Badges are issued to employee of companies and agencies engaged in official business at LAN Airport. Fees associated with the issuance/replacement of badges and electronic fingerprinting are governed by the Airport Operations Office. Payment is due upon application submittal unless other arrangements have been established.

FEDERAL REGULATIONS:

In accordance with 49 CFR Parts 1542 and Parts 1544, the Airport Operations Office will collect and process electronic fingerprints for all persons requesting unescorted access to the Air Operations Area (AOA) including the Security Identification Display Area (SIDA) and sterile areas of the terminals for the purpose of obtaining a criminal history record check. When requesting access to a customs-secured area, fingerprint results will be shared with U.S. Customs officials in order to authorize access.

SECURITY IDENTIFICATION DISPLAY AREA:

All persons issued a LAN Airport Access Badge must display the badge at all times while in the secure areas for which it was issued, e.g.; Air Operations Area, terminal ramp or cargo area and secure areas of the AOA perimeter buildings except for safety reasons, or while loading baggage inside the belly of an aircraft where the badge could be lost or cause damage or personal injury.

INFORMATION:

For additional information contact the Airport Badge Office at 517-886-3726 Ext. 262.

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