

CAPITAL REGION INTERNATIONAL AIRPORT BADGE GUIDELINES

IMPORTANT GUIDELINES: It is essential that these instructions are adhered to when completing required forms:

- An application is required for all new and renewing applicants. A fingerprint application is required for those requiring a Criminal History Records Check (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, section 3 of the application.
- ALL information and ALL original signatures are required. Signatory Authorities need to have their signature on file with Capital Region International Airport 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 result in rejection of the application.

AUTHORIZED SIGNATORY:

Those with authorized signatures on file with the Capital Region International Airport Operations Department may authorize the issuance of airport identification media 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 media for individuals whose work requires access to secured areas of LAN Airport. Secured areas include the Air Operations Area (AOA), Security Identification Display Area (SIDA), and Sterile Areas.

Information provided on this application, including individual's 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 not required, however not disclosing it may delay the application process.

APPOINTMENTS: Appointments can be made online by visiting www.flylansing.com. On the banner on the left side of the page click on "Airlines and Security" then select Operations and Badging Information. Towards the middle of the page, select Schedule an Appointment to be forwarded to the appointment options.

FEES:

LAN airport identification media are issued to employees of companies and agencies engaged in official business at LAN. Fees associated with the issuance/replacement of badges and electronic fingerprinting are in the Rates and Charges Resolution and are set yearly by the Authority Board. Payment is due upon application submittal unless other arrangements have been established.

INFORMATION:

For additional information contact the Airport Badging Office at 517-886-3724 or Airport Operations at 517-321-8525.