



UNESCORTED ACCESS AUTHORIZATION FORM

Initial Renewal Replacement Change Access

Be prepared to present two (2) forms of identification (see list of acceptable documents) that establish identity and employment eligibility.

MUST BE COMPLETED IN BLUE INK – BY EMPLOYER SIGNATORY AUTHORITY ONLY

EMPLOYEE'S LAST NAME	FIRST NAME	FULL MIDDLE NAME
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COMPLETE BELOW FOR NEW EMPLOYEE & CHANGE IN ACCESS LEVEL REQUESTS

MIRROR EXISTING EMPLOYEE BADGE ACCESS:	BADGE EXPIRATION 1 year <input type="checkbox"/> 6 mo. <input type="checkbox"/> or Date if less _____	FINGERPRINTS REQUIRED: YES <input type="checkbox"/> NO <input type="checkbox"/>
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EMPLOYEE PAY: CREDIT CARD <input type="checkbox"/>	COMPANY PAY: CREDIT CARD <input type="checkbox"/> BILLING <input type="checkbox"/> (Must be approved by ABIA Finance)	GOVERNMENT SPONSORED: ABIA COA TSA LEO ARFF OTHER
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TYPE OF BADGE	OTHER ENDORSEMENTS REQUESTED (authorizer initial beside each requested)
<input type="checkbox"/> GREEN (Sterile Area + AOA + Secured Area Ramp) <input type="checkbox"/> ORANGE (Sterile and Restricted Area within Terminal) <input type="checkbox"/> YELLOW (Cargo Ramp and Maintenance Ramp Only) <input type="checkbox"/> BLUE (T-Hanger Access Only) <input type="checkbox"/> WHITE (ID Only)	___ RAMP DRIVING ___ ESCORT (additional form required) ___ LEP ___ RUNWAY/TAXIWAY (contact Airside Ops for required training)

VERIFIED IDENTIFICATION #1		
ID TYPE: from LIST A / LIST B / LIST C (circle one)	EXPIRATION DATE	ISSUED BY

VERIFIED IDENTIFICATION #2		
ID TYPE: from LIST A / LIST B / LIST C (circle one)	EXPIRATION DATE	ISSUED BY

SIGNATORY INFORMATION		
AUTHORIZER NAME (print)	AUTHORIZER PHONE	COMPANY / SPONSOR

- By signing below, I indicate that my signature is on file with the Security and ID Office, and that I am authorized to request security items as required by Transportation Security Administration Regulation 49 CFR 1542.209 or 49 CFR 1544.229.
- I certify that I have inspected the identification documents of the person named above and they are acceptable forms of identification as listed on the reverse side of this form. I understand my Signatory Authority may be revoked for failure to inspect and verify the required identification documents.

AUTHORIZER SIGNATURE	DATE
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**LIST OF ACCEPTABLE DOCUMENTS ---ONE OF WHICH MUST BE A PHOTO ID
ONE FORM OF ID FROM LIST A & B, OR ONE FROM LIST A & C, OR ONE FROM LIST B & C**
All documents must be UNEXPIRED

LIST A	LIST B	LIST C
<ol style="list-style-type: none"> 1. U.S. Passport or U.S. Passport Card 2. Permanent Resident Card or Alien Registration Receipt Card (Form I-551) 3. Foreign passport that contains a temporary I-551 stamp or temporary I-551 printed notation on a machine-readable immigrant visa 4. Employment Authorization Document that contains a photograph (Form I-766) 5. For a nonimmigrant alien authorized to work for a specific employer because of his or her status: <ol style="list-style-type: none"> a. Foreign passport; and b. Form I-94 or Form I 94-A that has the following: <ol style="list-style-type: none"> 1) The same name as the passport; and 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. 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. 	<ol style="list-style-type: none"> 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 <p style="text-align: center;">For persons under age 18 who are unable to present a document listed above:</p> <ol style="list-style-type: none"> 10. School record or report card 11. Clinic, doctor, or hospital record 12. Day-care or nursery school record 	<ol style="list-style-type: none"> 1. A Social Security Account Number card unless the card includes one of the following restrictions <ol style="list-style-type: none"> 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 (Form FS-545) 3. Certification of Report of Birth issued by the Department of State (Form DS-1350) 4. Original or certified copy of birth certificate issued by a State, county, municipal authority, or territory of the United States bearing an official seal 5. Native American tribal document 6. U.S. Citizen ID Card (Form I-197) 7. Identification Card for Use of Resident Citizen in the United States (Form I-179) 8. Employment authorization document issued by the Department of Homeland Security

ADDITIONAL DOCUMENT REQUIREMENTS

A. Individuals who are not U.S. citizens must provide:

1. Alien Registration Number; or
2. I-94 Arrival/Departure Number

B. Individuals who hold a non-immigrant Visa must provide it.

C. Individuals who are U.S. citizens born abroad or naturalized U.S. citizens must provide:

1. U.S. passport (List A); or
2. Certificate of Naturalization; or
3. Certification of Birth Abroad, Form DS-1350 (List C)