



Welcome to the Albany International Airport

Please read this application carefully and complete it as directed. An incomplete or illegible application cannot be processed and will delay you in receiving your Airport Badge. Please complete the application in BLACK or BLUE INK or utilizing the fillable pdf. You should contact your employer with any questions or concerns regarding this application. **Your EMPLOYER is your main point of contact during this process. Please do not contact the Airport Security Office unless you are directed to do so.**

The application process consists of the following steps:

1. Submit a completed application to the Airport Security Office
2. The application will be reviewed by the Security Office
3. Your employer will notify you of the time and date for Fingerprinting. (You will be notified if you fall under exemption for fingerprinting.)
4. A Fingerprint-Based Criminal History Records Check will be conducted and reviewed
5. The Transportation Security Administration (TSA) will conduct an individual Security Threat Analysis
6. Once you are cleared through this process your employer will notify you and schedule you for a security training class and badge issue. This process may take a minimum of five business days.

Application Instructions:

SECTION ONE: Please begin to complete the application at Section 1 in the middle of page 1.

You must complete this application in FULL. If you **are not** a US Citizen, please submit your alien registration number and/or non-immigrant visa number and provide an *original Alien Registration Number document*. If you **are** a US Citizen but were born abroad you must provide an *original and valid US Passport, Certificate of Naturalization, or Certification of Birth Abroad, Form DS-1350*. Your application can not be processed without this documentation.

***At the time of fingerprinting, all applicants must provide two original forms (no copies) of valid government issued ID's; one MUST have a photo. Applicants will NOT be fingerprinted without providing valid forms of ID. Please review the following page for a list of acceptable documents.**

SECTION TWO: This is a listing of disqualifying crimes which would preclude you from receiving an airport badge. False statements made on this application are punishable by law. If you have questions regarding this section you may discuss them with a representative of the security office confidentially during fingerprinting. Please initial that you understand.

SECTION THREE: Applicants Security Responsibility Agreement: Please read sign and date this section carefully. It defines the terms of which your airport badge is issued. These terms will be further defined during your security training class.

SECTION FOUR: Air Carrier Criminal History record Check (CHRC) Certification: To be completed when an air carrier receives the result of the CHRC and submits the DAC number to the security office

SECTION FIVE: Social Security Number Certification: Please read and sign.

SECTION SIX: Authorized Signatory Certification: Signing Authority must complete this section and check the appropriate reason for the application.

Airport Security Office Mary Huban 518-242-2302, Vahideh Ghaedsharafi 518-242-2314
Albany International Airport, Main Terminal, Albany, NY 12211



LIST OF ACCEPTABLE DOCUMENTS
All documents must be unexpired, original, non-laminated

LIST A
Documents that Establish Both
Identity and Employment
Authorization

LIST B
Documents that Establish
Identity

LIST C
Documents that Establish
Employment Authorization

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. In the case of a non-immigrant alien authorized to work for a specific employer incident to status, a foreign passport with Form I-94 or Form I-94A bearing the same name as the Passport and containing an Endorsement of the alien's Nonimmigrant status, as long as the 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

1. Driver's license of 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 age 18 who Are unable to present a Document listed above:
10. School record or report card
11. Clinic, doctor, or hospital record
12. Day-care or nursery school record

1. Social Security Account Number card other than one that specifies on the face that the issuance of the card does not authorize employment in the United States
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



Welcome

We would like to take this opportunity to welcome you to the Albany International Airport community. The Airport encompasses approximately 1,200 acres of property and over 1,000 employees working for various employers. Your SIDA credentials are extremely important and the information you receive in your training will help keep our airport secure. If you have any questions about the Airport Security Program please feel free to contact the Airport Security Office or Airport Operations. Once Again Welcome to Albany!

Security Office Hours and Services

Appointments are required for all services (i.e. fingerprinting, sterile area badge issue, etc.)

ONLY Company Signing Authorities/ Alternates may make an appointment via the following methods:

1. Calling: Mary Huban 518-242-2302
2. E-mail: mhuban@albanyairport.com
3. Vahideh Ghaedsharafi 518-242-2314
4. E-mail: vghaedsharafi@albanyairport.com

It is strongly recommended that appointments be made in advance. In order to maintain program continuity and efficiency, immediate walk in service cannot be accommodated.

Business Hours:

Monday – Friday 7:00 a.m. to 3:00 p.m.

(The security office is closed on most major holidays and weekends. Emergencies should be directed to the Airport Operations Center at 518-242-2300).

Fingerprinting Fee Schedule: Company Check or Money Order made payable to the “Albany County Airport Authority.”

Based Tenants:	\$39.25
Sterile Area (Gray Badges)	\$39.25 plus a \$35.00 refundable deposit per badge
Non-Based Tenants:	\$49.25
Renewal	\$23.25

SIDA Classes/Drivers Training (By Appointment Only)

Tuesday	7:30 a.m. to 11:00 p.m.
Thursday	7:30 a.m. to 11:00 p.m.



Airport Parking Program

The *Airport Parking Program* is administered by the Albany County Airport Authority and monitored by Airport Operations/Security Department and is used to ensure that employees are parking in authorized areas. **The program includes all parking lots and roadways on airport property.**

All employee vehicles that park on airport property are required to have an airport issued permit. All vehicles that do not have a permit are not in compliance with the program. If you require a permit or if you have further questions please contact **Albany County Airport Authority at 242.2214.**

SIDA Badged Employees

- 1st Offense: Warning via citation to the employee
- 2nd Offense: Written communication to the Manager copied to the employee
- 3rd Offense: Loss of SIDA privileges for 7 days*
- 4th Offense: Loss of SIDA privileges for 30 days*
- 5th Revocation of all SIDA at the Albany International Airport*

*In the event the offending employee does not possess a SIDA badge, their Albany International Airport parking privileges will be suspended or revoked.

The Airport Operations/Security Department will keep all records such as times, dates, names, and such of the offenses.

All vehicles parked on Airport owned property must register and display the parking permit. There will be no exceptions. If you are unable to access your assigned lot for any reason, you will be required to park in the Economy ("E") Lot and Airport Operations will validate your parking, unless your parking privileges have been suspended by the ACAA. Parking in any other lot will incur the applicable charges.