



## FREQUENTLY ASKED QUESTIONS:

### Obtaining & Securing Identification Media for Working on Wichita Airport Authority Property

#### WHERE IS THE AIRPORT BADGING OFFICE AND WHEN IS IT OPEN?

The Airport Badging Office is located in the Airport Police & Fire Building at 2193 Air Cargo Road. Office hours are Monday thru Friday from 7:30 a.m. to 3:30 p.m. and will be closed on all City Holidays. (See Airport Badging Hours and City Holidays). The Airport Badging Office phone number is (316) 946-4740.

#### HOW DO I OBTAIN AN INITIAL BADGE? (See [Airport Badging Process - INITIAL](#))

Individuals who require unescorted access to the Wichita Airport Authority SIDA, Sterile Area, or Air Operations Area (AOA) must comply with the following:

- Complete and submit an [Airport Badge Application](#), reviewed and signed by an Authorized Signer
- Badge Applications are available at [flywichita.com](http://flywichita.com), the Airport Badging Office, from your Authorized Signer or via fax or email upon request. The application must be printed on front and back and no photocopies will be accepted.
- Successfully complete the Security Threat Assessment (Airport Badging Office will submit at the time application is turned in)
- Attend Interactive ID Media Training (scheduled by appointment only)

All applicants requesting a Security Identification Display Area (SIDA) Badge must also undergo an FBI fingerprint based Criminal History Records Check (CHRC) as part of the badge issuance process.

#### WHAT DO I DO WHEN MY BADGE IS ABOUT TO EXPIRE? (See [Airport Badging Process – Renewal](#))

It is the responsibility of each individual to renew his or her Airport Badge. All badgeholders are required to submit a new Badge Application and attend ID Media Training upon renewal. NOTE: Applicants reporting after three (3) days past their expiration date are required to start the Airport Badging Process as if an Initial Applicant.



### **WHAT FORMS OF IDENTIFICATION MUST I BRING?**

Badge applicants must bring proper identification with them throughout all stages of the badging process. Please refer to the [I-9, List of Acceptable Documents](#) Form. Documents must be in the same legal name and not expired.

### **WHAT SHOULD I DO IF I LOSE MY AIRPORT ID?**

All lost or stolen ID badges must be reported to the Airport Badging Office at (316) 946-4740 immediately. Lost or stolen Airport ID badges shall be reported to the Airport Badging Office within twenty-four (24) hours of the incident and a written Lost/Stolen Report completed within seventy-two (72) hours. If an individual has an Airport ID Badge and a Ramp Permit – BOTH must be replaced and returned. The ramp permit replacement charge will be \$20.00. Additionally, a charge will be assessed for lost badges, badges not returned or returned inoperable. The costs are as follows:

1 <sup>st</sup> Event:	\$50.00
2 <sup>nd</sup> Event:	\$100.00
3 <sup>rd</sup> Event:	\$150.00

### **WHAT SHOULD I DO IF I NO LONGER NEED MY AIRPORT ID?**

The Airport Badging Office must be notified of routine changes in the status of employees having authorized access (other than terminations) within twenty-four (24) hours, and all access media must be turned into the Airport Badging Office within seventy-two (72) hours, if applicable.

If an employee holding a current Airport ID badge is terminated, or there is an adverse change of access authorization, the employer shall immediately notify the Airport Badging Office, obtain the badge and return it to the Airport Badging Office.

When an employee no longer has a need for a badge, the employee and/or employer will be responsible for notifying the Airport Badging Office immediately and the badge must be returned to the Airport Badging Office.

### **WHAT IS A SECURITY THREAT ASSESSMENT (STA)?**

All individuals applying for an Airport ID Badge must undergo a TSA Security Threat Assessment (STA). Upon submittal of your Airport Badge Application (S-7) the Airport Badging Office will start the STA process. Allow three (3) to ten (10) days for results to be completed. The Authorized Signer will be notified via facsimile once the results have been completed.



## **WHAT IS A CRIMINAL HISTORY RECORDS CHECK (CHRC)?**

Federal Regulation TSR 1542 specifies that no individual be granted unescorted access authority unless the individual has undergone a fingerprint based CHRC that does not disclose that he or she has a disqualifying criminal offense. ([List of Disqualifying Crimes](#)) All prospective badge applicants must successfully complete the CHRC before they will be given authorized access to the SIDA or Sterile Areas. Fingerprinting is done by appointment only at the Airport Badging Office between the hours of 7:30 a.m. – 3:30 p.m., Monday thru Friday.

Applicant must bring acceptable identification (per the [I-9, List of Acceptable Documents](#)), and one must be a photo ID.

## **WHEN WILL THE RESULTS FROM MY CHRC BECOME AVAILABLE?**

CHRC results are normally returned within three (3) to five (5) business days. The Authorized Signer will be notified once the results have been completed.

## **WHAT IS AN AUTHORIZED SIGNER?**

Each company that requests Airport ID Badges must designate one (1) or more responsible company employees as “Authorized Signers”. Only Badge Applications reviewed and signed by an Authorized Signer will be accepted for processing. A listing of names and signatures of the individuals authorized to sign Badge Applications is on file in the Airport Badging Office. The signature of an Authorized Signer on a Badge Application certifies that the Applicant is an employee of that particular company, that the individual requires unescorted access to the AOA and that the Badge Application has been reviewed for completeness. Authorized Signers are required to receive annual training from the Airport Badging Office. This training is given on the 2<sup>nd</sup> Tuesday and 3<sup>rd</sup> Thursday of every month beginning at 9:00 a.m.

## **WHAT ARE THE RESPONSIBILITIES OF AN AUTHORIZED SIGNER?**

- Verify that individual requesting badge has a need for unescorted access to the AOA.
- Ensure accuracy and completeness of Airport Badge Applications.
- Verify applicant is an active employee of the company and has correct identification, per the [I-9 List of Acceptable Documents](#) and that the identification matches the applicant and is not fraudulent.
- Follow-up on application problems that may arise.
- Timely response to Airport Badge Quarterly Audits.
- Notify the Airport Badging Office immediately of lost badges or changes in employment status.
- Familiarization with Airport Badging policies, forms and pertinent airport security information.