



FREQUENTLY ASKED QUESTIONS:

Employment badges & security credentials required for working on IAA property

WHY DO I NEED A BADGE TO WORK AT THE AIRPORT?

In order to vet employees hired to work at Indianapolis International Airport, or any U.S. airport, federal security regulations require that airport operators issue badges to help prevent unauthorized individuals from entering secure areas that are off-limits to the general public. These regulations ensure individuals are checked against criminal and terrorist databases and whether there are federal, state, or local warrants pending against prospective employees.

Airport ID badges must be swiped and/or held to a badge reading devices to open doors and sally ports leading to secure, non-public airport operations areas. Employees working in these areas must show appropriate identification to reach their designated work area(s).

WHAT TYPES OF BADGES ARE ISSUED BY THE INDIANAPOLIS AIRPORT AUTHORITY?

Depending on an employee's job responsibilities and position, there are currently five types or categories of airport ID badges in use at Indianapolis International Airport, Eagle Creek Airpark, Hendricks County Airport–Gordon Graham Field, Metropolitan Airport, Mount Comfort Airport, and the Downtown Heliport. Temporary badges are not permitted or issued.

- Secure Identification Display Area (SIDA)
- Sterile Area (unescorted access beyond security checks in concourse areas)
- Airfield Operations Area (AOA)

WHAT ARE THE REQUIREMENTS FOR OBTAINING AN EMPLOYMENT BADGE?

Each person who requires authorized unescorted access to the Indianapolis International Airport SIDA, sterile area, or AOA as a condition of their employment must first comply with the following:

- Successfully complete a fingerprint-based criminal history records check
- Complete and submit an IAA badging application, signed by an authorized signatory agent
- Complete airport security training classes (for SIDA and AOA badges only)

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. All prospective employees and

other individuals must successfully complete the CHRC before they will be given authorized access to SIDA or sterile areas.

Authorized companies may fingerprint their own employees or the Badging Office can perform this task for a \$50 fee. For those personnel who are printed and processed by their employing companies, IAA requires one of the following to ensure the CHRC has been completed:

- Copy of the CHRC results
- Certification letter on company letterhead, including the case number and fingerprint date
- Authorized signature under the CHRC heading in Section II of the Badging Application.

WHERE DO I REPORT FOR FINGERPRINTING AT THE AIRPORT?

Personnel authorized to be printed and processed by IAA should report to the Badging Office from 8 a.m. to 4 p.m., Monday through Friday. They must present a letter on company letterhead that includes the company billing address, employee name, and requirements for prints. They must complete a Fingerprint Application Form before their prints are taken.

WHAT KIND OF DOCUMENTS MUST I BRING WHEN BEING FINGERPRINTED AND/OR APPLYING FOR A NEW EMPLOYMENT BADGE?

All personnel applying for airport employment badges must show at least two forms of government-issued identification, one of which must contain their photo. Acceptable documents include:

- State-issued driver's license
- Original SSN card
- State ID card
- Military ID card
- U.S. Passport
- Birth Certificate
- If born outside the U.S. one of the following is required: Passport, Certificate of Naturalization, PRC, DS 1350, or FS 545.

These documents must be presented again at time of badging.

WHEN WILL THE RESULTS FROM MY CRIMINAL CHECK BE AVAILABLE?

Fingerprint results are normally returned within 24 hours. Criminal history checks are usually received within three (3) to five (5) business days. It is the responsibility of the applicant, signatory agent, and/or the company's designated representative to contact the Badging Office to see if the prints have cleared.

WHERE DO I OBTAIN A BADGING APPLICATION?

Authorized signatory agents or their designated representatives may obtain copies of this form from the Badging Office or download them from the airport's Web site. The employee must complete Section I of the form; the signatory agent completes Section II of the form.

WHAT KIND OF INFORMATION IS REQUIRED ON THE BADGING APPLICATION?

In Section II, the signatory agent must indicate whether the employee's job requires him/her to operate motor vehicles in ramp areas and if the job requires escorting non-badged personnel in secure areas. In addition, the agent's signature certifies:

- The company will immediately notify the Badging Office, Airport Police, and/or the Airport Operations Center if an employee is terminated OR has lost his or her badge.
- The company is responsible for reimbursing IAA for any fines levied caused by the employee's failure to adhere to the airport security plan and protocol.

WHAT IS SIDA TRAINING AND WHERE DO I OBTAIN IT?

Individuals whose employment conditions require unescorted access to the SIDA must attend a training class before a badge will be issued. *Please note: The CHRC and Badging Application must be completed and submitted to the Badging Office before an individual can be scheduled for SIDA training.*

- IAA's computer-based SIDA training class is held Monday through Friday from 8 a.m. to 3 p.m. by appointment. Training takes place in the Training Room adjacent to the Badging Office Level 1 of the terminal. It generally lasts about one hour.
- IAA's non-movement training class is held each Tuesday at 8 a.m. Training takes place in the Training Room adjacent to the Badging Office on Level 1 of the terminal. It generally lasts about 1.5 hours.
- After completing the training, individuals report to the Badging Office with two forms of government-issued identification to obtain their airport ID badge.

WHAT SHOULD I DO IF I LOSE MY AIRPORT ID?

Each individual and company is responsible for reporting lost or stolen ID badges to the Badging Office immediately.

Replacement of the access/ID card will be permitted only after the employee, or the employer, reports the loss to the Badging Office and pays the replacement fee at the IAA Human Resource Department on Level 2.

Unless specified, the fees that must be paid before badges are replaced can include:

- \$75 for lost, stolen badges
- \$75 for non-returned badges (billed to the company)
- \$10 for damaged badges

- \$10 for badge changes/upgrades (sterile to SIDA, SIDA to Driver, etc.)

The Airport Badging Office, Airport Police, and/or Airport Operations Center shall be notified of routine changes in the status of employees having authorized access within 24 hours. All badges and access media shall be returned to the Access Control Manager. All companies will be billed \$75 for each airport ID badge not returned to the Badging Office within 30 days.

WHAT ARE MY RESPONSIBILITIES AS A SIGNATORY AGENT OR DESIGNATED COMPANY REPRESENTATIVE?

You must notify the Airport Badging Office, Airport Police, and/or Airport Operations Center immediate if an employee is terminated or loses his or her badge. Your company must reimburse IAA for any fines leveled against them caused by an employee's failure to adhere to the security plan and protocol.

The Badging Office occasionally audits IAA's business partners to ensure the accuracy of their card access/ID system and compliance with government regulations. Employers are required to maintain accurate, current lists of their employees holding IAA badges. Failure to do so can result in penalties.