

SANTA BARBARA AIRPORT

Instructions for Obtaining a Security Identification Display Area (SIDA) Identification Badge

APPLICATION FORM

Complete sections 1 and 2 on the first page of the application form.

Complete section 3 which is on the top of the second page of the application. This tells the airport that the information you provided is true, complete, and correct.

Take the completed application to your Signatory Authority (sponsor / employer). You must also take all required identification and work authorization documents for the Signatory Authority to review (see table below for lists of approved documents).

If your application and documentation are in order, your Signatory Authority will complete section 4 near the top of the second page.

Santa Barbara Municipal Airport Application for Access Media

SECTION 1 – APPLICANT INFORMATION (PLEASE PRINT)

LAST NAME			FIRST NAME			MIDDLE NAME		
OTHER NAMES USED (former name, nickname, maiden name)								
PHONE NUMBER			SOCIAL SECURITY # (Optional, See Privacy Act Notice)			E-MAIL ADDRESS (OPTIONAL)		
SEX	RACE	HEIGHT	WEIGHT	HAIR	EYES	DATE OF BIRTH	PLACE OF BIRTH	
MAILING ADDRESS				CITY		STATE	ZIP CODE	
CITIZENSHIP COUNTRY			PASSPORT COUNTRY		PASSPORT #	CERT. OF NATURALIZATION #		
CERT OF BIRTH ABROAD FORM-1350 #			ALIEN REGISTRATION #		NON-IMMIGRANT VISA #	I-94 ARRIVAL/DEPARTURE FORM # (11 Digits, No Dashes)		
SPONSORING ENTITY			AFFILIATION: <input type="checkbox"/> EMPLOYEE <input type="checkbox"/> CUSTOMER <input type="checkbox"/> VENDOR <input type="checkbox"/> OTHER			IF EMPLOYEE LIST TITLE		

SECTION 2 - CRIMINAL HISTORY (Skip this section if you are applying for an AOA Badge)

WARNING – You may be subject to prosecution under title 18 of the United States Code if you knowingly and willfully provide false information on this application.

A. During the previous ten years have you been convicted or found not guilty by reason of insanity of any of the crimes listed below? Yes No

B. If your answer to item "A" is yes, please check the box next to each offence that applies:

<input type="checkbox"/> Aircraft piracy	<input type="checkbox"/> Interference with flight crew members or flight attendants
<input type="checkbox"/> Murder	<input type="checkbox"/> Commission of certain crimes aboard an aircraft
<input type="checkbox"/> Espionage	<input type="checkbox"/> Carrying a weapon or explosive aboard an aircraft
<input type="checkbox"/> Sedition	<input type="checkbox"/> Destruction of an aircraft or aircraft facility
<input type="checkbox"/> Treason	<input type="checkbox"/> Violence at international airport
<input type="checkbox"/> Extortion	<input type="checkbox"/> Lighting violations involving transporting controlled substances
<input type="checkbox"/> Felony arson	<input type="checkbox"/> Aircraft piracy outside the special aircraft jurisdiction of the U.S.
<input type="checkbox"/> Interference with air navigation	<input type="checkbox"/> Distribution of, or intent to distribute, a controlled substance
<input type="checkbox"/> Conveying false information and threats	<input type="checkbox"/> A felony involving possession or distribution of stolen property
<input type="checkbox"/> Assault with the intent to murder	<input type="checkbox"/> Unlawful possession, use, sale, distribution, or manufacture of an explosive or weapon
<input type="checkbox"/> Kidnapping or hostage taking	<input type="checkbox"/> A felony involving importation or manufacture of a controlled substance
<input type="checkbox"/> Rape or aggravated sexual abuse	<input type="checkbox"/> Forgery of Certificates, false marking of aircraft, and other aircraft registration violations
<input type="checkbox"/> Armed or felony unarmed robbery	<input type="checkbox"/> Unlawful entry into an aircraft or airport area that serves air carriers or foreign air carriers contrary to established security requirements
<input type="checkbox"/> A felony involving a threat	<input type="checkbox"/> A felony involving illegal possession of a controlled substance punishable by a maximum term of imprisonment of more than 1 year
<input type="checkbox"/> A felony involving burglary	<input type="checkbox"/> Conspiracy or attempt to commit any of the aforementioned criminal acts
<input type="checkbox"/> A felony involving theft	
<input type="checkbox"/> A felony involving aggravated assault	
<input type="checkbox"/> A felony involving bribery	
<input type="checkbox"/> A felony involving willful destruction of property	
<input type="checkbox"/> A felony involving dishonesty, fraud, or misrepresentation	

I understand that any individual who has been convicted or found not guilty by reason of insanity of the crimes listed above within the previous ten years is legally prohibited from unescorted SIDA access. I understand that I am required to advise the Airport Operator within 24 hours if I am convicted of any disqualifying criminal offense that occurs while I have unescorted access authority. I understand that this application will be subject to an FBI criminal history record check and that I must provide fingerprints for the criminal history record check. All information obtained from the FBI criminal history record check will be kept confidential and used only for determining unescorted SIDA access. I understand that I am entitled to a copy of the FBI criminal history record check if I submit a written request to the Airport Security Coordinator. If I suspect that the criminal history record check is incorrect, I should contact the reporting agency directly and resubmit another application for verification. _____ (initials)

Section 5 of the application will be completed by your Signatory Authority. The information in section 5 lets the airport know:

1. The type of badge you will be issued,
2. What access point you will be authorized to use, and
3. Any additional media that may be issued to you.

Your Signatory Authority will also complete Section 6 which pertains to your required Fingerprint-based Criminal History Records Check (CHRC). Once Section 6 has been completed your Signatory Authority will return the application to you.

SECTION 3 – APPLICANT CERTIFICATIONS

1. The information I have provided is true, complete, and correct to the best of my knowledge and belief and is provided in good faith. I understand that a knowing and willful false statement can be punished by fine or imprisonment or both (see Section 1001 of Title 18 of the United States Code).
2. I received a copy of the Terms and Conditions of my access media and I understand that failure to comply with any of them may result in suspension or revocation of my access media. I understand that this means that I will not be allowed access to any restricted areas of the airport.

FULL NAME (PRINT): _____ SIGNATURE: _____ DATE: _____

I authorize the Social Security Administration to release my Social Security number and full name to the Transportation Security Administration, Office of Transportation Threat Assessment and Credentialing (TTAC), Attention: Aviation Programs (TSA-19)/Aviation Worker program, 601 South 12th Street, Arlington, VA 22202. I am the individual to whom the information applies and warrant this information released to verify that my SSN is correct. I know that if I make any representation that I know is false to obtain information from Social Security records, I could be punished by a fine or imprisonment or both.

SIGNATURE: _____ SOCIAL SECURITY #: _____ DATE OF BIRTH: _____

SECTION 4 - SIGNATORY AUTHORITY CERTIFICATION REGARDING APPLICANT INFORMATION

I certify that I have personally reviewed the information supplied by the applicant in Section 1 of this application and found it legible and accurate. I further certify that I have reviewed the original documents which are the source of the information provided in Section 1 and find that they appear genuine and that the information from those original documents was correctly entered into Section 1 of the application submitted by _____ (applicant's name)

Name (Print): _____ Title _____ Signature: _____ Date: _____

SECTION 5 –ACCESS MEDIA AND ACCESS POINTS

A. ACCESS MEDIA REQUESTED (Indicate the type of access media the applicant is authorized to use):

1) SECURE AREA BADGE <input type="checkbox"/> New <input type="checkbox"/> Renewal <input type="checkbox"/> Replacement <input type="checkbox"/> SIDA – Secondary <input type="checkbox"/> SIDA – Temporary GOVT EXEMPT: <input type="checkbox"/> YES <input type="checkbox"/> NO	2) STERILE AREA BADGE <input type="checkbox"/> New <input type="checkbox"/> Renewal <input type="checkbox"/> Replacement <input type="checkbox"/> Secondary <input type="checkbox"/> Temporary	3) AOA BADGE <input type="checkbox"/> New <input type="checkbox"/> Renewal <input type="checkbox"/> Replacement FBO DESIGNATED AREA <input type="checkbox"/> Hangar 1 <input type="checkbox"/> Hangar 2 <input type="checkbox"/> Hangar 3 <input type="checkbox"/> Hangar 4 <input type="checkbox"/> Atlantic <input type="checkbox"/> Red Baron <input type="checkbox"/> Stratman <input type="checkbox"/> T-Hangars <input type="checkbox"/> Other: _____	4) ADDITIONAL MEDIA Airport Keys: <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> Sterile Area Key <input type="checkbox"/> AOA Key Digital transmitter: <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> New <input type="checkbox"/> Replacement
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B. ACCESS POINTS (Indicate the doors and gates in your area that applicant is authorized to access):

1) ALL GATES: YES NO 2) ALL PEDESTRIAN GATES ONLY: YES NO 3) ALL VEHICLE GATES ONLY: YES NO

4) ONLY THOSE GATES LISTED BELOW: YES NO (If Yes, check the "N/A" box next to each unused field before returning form to applicant)

1. _____ <input type="checkbox"/> N/A	2. _____ <input type="checkbox"/> N/A	3. _____ <input type="checkbox"/> N/A	4. _____ <input type="checkbox"/> N/A	5. _____ <input type="checkbox"/> N/A
6. _____ <input type="checkbox"/> N/A	7. _____ <input type="checkbox"/> N/A	8. _____ <input type="checkbox"/> N/A	9. _____ <input type="checkbox"/> N/A	10. _____ <input type="checkbox"/> N/A

SIGNATORY AUTHORITY CERTIFICATION

I certify that I have personally reviewed each item in this section of the application and approve the items requested for _____ (applicant's name)

Name (Print): _____ Title _____ Signature: _____ Date: _____

SECTION 6 - FINGERPRINTING & CRIMINAL HISTORY RECORDS CHECK (Skip this section if applying for an AOA Badge)

A. FINGERPRINT AUTHORIZATION Sign below if you would like the airport operator to fingerprint the applicant for the purpose of the criminal history records check required under TSR Part 1542.209. Please note that the airport charges a fee for fingerprinting, if your company fingerprinted the applicant pursuant to TSR Part 1544.229, or if the applicant is a government employee exempt from fingerprinting under TSR Part 1542.209(m), please skip to the Criminal Records Check Certification area immediately below.

Name (Print): _____ Title _____ Signature: _____ Date: _____

B. CRIMINAL HISTORY RECORDS CHECK CERTIFICATION

- NON-GOVERNMENT & NON-EXEMPT GOVERNMENT APPLICANTS:** (To be completed by Signatory Authority of Airline or Airport Operator)
 I certify, as a Signatory Authority, that an FBI criminal history record check has been conducted for the applicant in accordance with TSR Part 1542.209 and/or Part 1544.229 on _____ which disclosed no disqualifying offenses within the previous ten years.
- EXEMPT GOVERNMENT EMPLOYEE APPLICANTS:** (Government Signatory Authority to Complete)
 I certify that the applicant is a federal, state, or local government employee who, as a condition of employment, was subjected to an employment investigation that included a criminal records check (in accordance with TSR Part 1542.209(m)) which disclosed no disqualifying offenses within the previous ten years.

Name (Print): _____ Title _____ Signature: _____ Date: _____

DRIVING PRIVILEGES

An Application for Airfield Driving Privileges must also be submitted if the applicant needs to drive on the airfield.

Section 1 is to be completed by the applicant.

Section 2 and 3 are to be completed by your Signatory Authority. Section 2 tells the airport what kind of driving privileges you will need. Section 3 tells the airport what kind of training has been done or is needed in order for you to have driving privileges.

Section 4 is to be completed by your Signatory Authority.

YOU CAN NOW COMMENCE THE BADGING PROCESS WHICH IS OUTLINED BELOW.

SANTA BARBARA AIRPORT APPLICATION FOR AIRFIELD DRIVING PRIVILEGES *(this form to be completed by your organization's Signatory Authority)*

1. APPLICANT INFORMATION:

LAST NAME	FIRST NAME	MIDDLE NAME	DRIVERS LICENSE NO.	STATE
SPONSORING ENTITY		AFFILIATION: <input type="checkbox"/> EMPLOYEE <input type="checkbox"/> CUSTOMER <input type="checkbox"/> VENDOR <input type="checkbox"/> OTHER		
BADGE STATUS		LIST TITLE IF APPLICANT IS AN EMPLOYEE		
1. SIDA BADGE - <input type="checkbox"/> Applicant is in the process of applying for a SIDA Badge <input type="checkbox"/> Applicant is a SIDA Badge Holder				
2. AOA BADGE - <input type="checkbox"/> Applicant is in the process of applying for an AOA Badge <input type="checkbox"/> Applicant is an AOA Badge Holder				

2. DRIVING PRIVILEGE TYPE - INDICATE THE TYPE OF DRIVING PRIVILEGE THE APPLICANT IS TO HAVE (check all that apply):

RAMPS-NON MOVEMENT AREA: (indicate below whether the driving privilege is for a SIDA or AOA badge holder)

SIDA Badge Holders (SIDA Ramp) AOA Badge Holders (General Aviation Ramp)

MOVEMENT AREA - authorizes driving in areas requiring ATC tower clearance such as runways, taxiways and safety areas.

PROJECT SPECIFIC - authorizes driving only in those areas pertaining to the project the applicant is involved with.

3. TRAINING CERTIFICATION - INDICATE THE TRAINING PROVIDED, OR TO BE PROVIDED, TO APPLICANT (check all that apply):

RAMPS-NON MOVEMENT AREA:

SIDA Badge Holders/Applicants - I certify that I have administered and the applicant has successfully passed the SIDA Ramp driving test with score of 80% or higher.

AOA Badge Holders/Applicants - I certify that:

- I will issue the applicant a General Aviation Ramp Access Vehicle Permit once the applicant receives an AOA Badge.
- I will provide the applicant with the terms and conditions of the Ramp Access Vehicle Permit.
- I will provide the Applicant with instructions regarding the safe operation of vehicles on an aviation ramp.
- I will deliver a copy of the General Aviation Ramp Access Vehicle Permit Application to the Airport Department.

MOVEMENT AREA - I certify that:

I have provided the applicant with driver training as required under 14 CFR 139.329(e) which included:

- Airport familiarization, including airport markings, lighting and signs systems.
- Procedures for access to and operations in, movement areas and safety areas.
- Airport communications, including ATIS and CTAF frequencies and instruction in the procedures for reporting unsafe airport conditions.

Applicant has a need to drive on a movement area and I request a SCAN class for applicant.

PROJECT SPECIFIC - I certify that:

- Applicant is part of a project entitled: _____
- The applicant has a need to drive in the area(s) described below. _____
- I request that the applicant receive SCAN training from the Airport Department.
- The areas the applicant will be driving in are as follows: _____

4. SIGNATORY AUTHORITY CERTIFICATION

I certify that I have personally reviewed each item in this application and approve the items requested for _____ (applicant's name)

Name (Print):	Title	Signature:	Date:
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INSTRUCTIONS TO APPLICANTS NEEDING SCAN CLASS - Tender this application to the Badging Office when you submit your Application For Access Media (make sure it's signed by your Signatory Authority). The Badging Office will complete the "SCAN CLASS INFORMATION" section at the bottom of this form and return the form to you. Once your SCAN training has been authorized by the Badging Office please have your Signatory Authority call (805) 682-6005 to schedule a SCAN class for you. Your SCAN instructor will need to see this form to verify that the Badging Office has authorized you to receive this training. The instructor will also need to sign this form to certify that you attended the class. Once this form is signed by the instructor please return it to the Badging Office.

AIRPORT DEPARTMENT USE ONLY		
SCAN Class Information	Completed by	Date
<input type="checkbox"/> SCAN class not required	_____	_____
<input type="checkbox"/> Applicant can proceed with SCAN class	_____	_____
<input type="checkbox"/> Signatory signature verified by	_____	_____
<input type="checkbox"/> SCAN training completed	_____	_____
DTD Information		
Digital Transmitter Issued:		
<input type="checkbox"/> YES, DTD Number is _____		
<input type="checkbox"/> NO, DTD not required for this applicant		
Completed by: _____ on: _____		

BADGING PROCESS

1. Make an Appointment – Call the badging office at (805) 681-4803 and set up an appointment to start the badging process.

2. Required Forms

- a. Application For Access Media – Before arriving at the badging office make sure that your application is completed fully and accurately. Your application should be typed or printed legibly. Illegible information on your application may cause your application to be rejected. Your application must include all applicable information. The application you submit to the airport must contain your Signatory Authority's original signatures.
- b. Application For Driving Privileges – If you need driving privileges, make sure that this application is completed fully and accurately. Your application should be typed or printed legibly. This application must also contain your Signatory Authority's original signatures when you submit it to the airport.
- c. Privacy Act Notice – This document explains how the Department of Homeland Security will use the information you provide in the badge application, including the use of your Social Security Number. Your application will not be accepted unless it is accompanied with a completed Privacy Act Notice.
- d. Terms and Conditions – This document outlines the conditions under which the badge will be issued to you. Your application will not be accepted unless it is accompanied with a completed Terms and Conditions document.

e. Driver Training Forms – If your sponsor has authorized you to have driving privileges you must also submit the appropriate Driver Training Documentation. Check with your sponsor to find out which Driver Training Documentation you require.

3. Bring The Correct Identification – Federal regulations require the airport to inspect and copy documents that establish identity and work authorization prior to issuing Personnel Identification Media. You should have all the required documents with you when you arrive at the badging office. Any one document from List “A” below will establish both identity and work authorization. If you don’t have any of the documents under List “A”, then you must submit one document from List “B” **and** one document from List “C”. You must present the original identity and work authorization documents, copies will not be accepted.

LIST A	OR	LIST B	AND	LIST C
Documents that Establish Both Identity and Employment Eligibility		Documents that Establish Identity		Documents that Establish Employment Eligibility
<ol style="list-style-type: none"> 1. U.S. Passport (unexpired or expired) 2. Certificate of U.S. Citizenship (USCIS Form N-560 or N-561) 3. Certificate of Naturalization (USCIS Form N-550 or N-570) 4. Unexpired foreign passport, with I-551 stamp or attached Form I-94 indicating unexpired employment authorization 5. Permanent Resident Card or Alien Registration Receipt Card with photograph (USCIS Form I-151 or I-551) 6. Unexpired Temporary Resident Card (USCIS Form I-688) 7. Unexpired Employment Authorization Card (USCIS Form I-688A) 8. Unexpired Reentry Permit (USCIS Form I-327) 9. Unexpired Refugee Travel Document (USCIS Form I-571) 10. Unexpired Employment Authorization Document issued by USCIS that contains a photograph (USCIS Form I-688B) or USCIS Form I-766 		<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 agency or entity 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>For persons under the age of 18 who are unable to present a document listed above</p> <ol style="list-style-type: none"> 1. School record or report card 2. Clinic, doctor, or hospital record 3. Day-care or nursery school record 		<ol style="list-style-type: none"> 1. Social Security card issued by the Social Security Administration (other than a card stating it is not valid for employment) 2. Certification of Birth Abroad Issued by the Department of State (Form FS-545 or Form DS-1350) 3. Original or certified copy of a birth certificate issued by a State, county, municipal authority, or outlying possession of the United States bearing an official seal 4. Native American tribal document 5. U.S. Citizen ID Card (USCIS Form I-197) 6. ID Card for use of Resident Citizen in the United States (USCIS Form I-179) 7. Unexpired employment authorization document issued by USCIS

4. **Bring Two Pieces of Identification** – A separate Federal regulation requires the Airport to verify identity through two forms of identification before issuing a badge. One form must be a picture identification and one must be a government-issued identification. You must present two forms of identification when you submit your application notwithstanding the fact that List “A” above contains documents that satisfy both identity and work authorization requirements.

a. **FEDERAL EMPLOYEE EXCEPTION** – If you are a Non-Law enforcement federal employee you only need to present your federal identification which will satisfy both the identity and work authorization requirements.

5. You May Need To Submit Additional Identification Or Information – Additional documents and information may be required depending on various factors. You must provide the documents indicated if any of the factors apply to you. In addition to providing the information required, you must also submit the original documents from which the information is derived. The airport is required to maintain copies of these documents.

a. U.S. Citizens born abroad or naturalized citizens must provide one of the following:

- i. U.S. Passport number
- ii. Certificate of Naturalization Number, Form N-550 or N-570
- iii. Certificate of U.S. Citizenship Number, Form N-560 or N-561
- iv. Certification of Report of Birth, Form DS-1350
- v. Consular Report of Birth Abroad, Form FS-240
- vi. Certification of Birth Abroad, Form FS-545

b. Non-U.S. Citizen must provide one of the following:

- i. Alien registration Number
- ii. I-94 Arrival/ Departure Form Number

c. Non-Immigrant visa holders must provide the visa control number

PHOTOGRAPH – If your documentation is in order, your photo will be taken for your identification badge. Your badge will not be issued at this time. Your badge can only be issued after:

1. Your Criminal History Records Checks results have been received showing no disqualifying offenses, **AND**
2. The TSA has conducted and approved a security threat assessment, **AND**
3. You have completed the required training.

FINGERPRINT BASED CRIMINAL HISTORY RECORDS CHECK (CHRC) – Personnel at the Badging Office will take your fingerprints for your CHRC. You will not need to be fingerprinted if your Signatory Authority certified in Section 6 of your application that you have already been fingerprinted and have no disqualifying offenses. The only organizations that are authorized to make this sort of certification are airlines and government entities.

SECURITY THREAT ASSESSMENT (STA) – Information from your application will be uploaded to the Transportation Security Clearinghouse who will conduct a Security Threat Assessment (STA). The airport usually receives STA results within three to five days. The Airport is simply told whether the applicant passed the STA or it is given a “do not issue” notification.

FEDERAL EMPLOYEE EXCEPTION – If you are a Non-Law Enforcement federal employee, and presented your Federal Identification, you may receive your SIDA badge pending STA results if your CHRC results show not disqualifying offences.

STA AND CHRC RESULTS – Please call the Badging Office [(805) 681-4803] one week after you have submitted your application to see if your CHRC and/or STA results have been received. If received with no issues you can then make an appointment for the required security training course. If there are issues with either your STA or CHRC you can request information regarding redress procedures.

SECURITY TRAINING –You must attend a training course regarding airport security before receiving your SIDA badge. The video is approximately 30 minutes in duration. At the conclusion of the training you will be issued your SIDA badge. **NOTE: You can't receive the training until you have cleared both your CHRC and your STA.**

FEDERAL EMPLOYEE EXCEPTION – If you are a Non-Law Enforcement federal employee you can receive the training pending the results of your STA if your CHRC results show no disqualifying offences.

SIDA BADGING FLOW CHART

FILL OUT THE APPLICATION

SIGNATORY REVIEW

Have your signatory authority review your application and identity documents. If your documentation is in order your Signatory Authority will sign all applicable sections of your application.

MAKE AN APPOINTMENT WITH THE BADGING OFFICE

When you arrive at your appointment you will submit:

1. Application for Access Media,
2. Privacy Act Notice,
3. Terms & Conditions, and
4. Original Identity Documents.

STA AND/OR CHRC

If your documentation is in order the Badging Office will submit your information to the TSA for your Security Threat Assessment (STA) and your fingerprints for your Criminal History Records Check (CHRC) unless your employer has certified that your CHRC has been completed.

CALL THE BADGING OFFICE SEVEN DAYS AFTER YOU SUBMITTED YOUR APPLICATION AND ASK ABOUT YOUR CHRC AND/OR STA.

CHRC AND/OR STA APPROVED

TRAINING
You will be scheduled for training.

BADGE ISSUED
Your badge will be issued at the conclusion of the training course.

CHRC AND/OR STA NOT APPROVED

REDRESS
You proceed with the applicable redress procedure.

REDRESS SUCCESSFUL

REDRESS UNSUCCESSFUL

ABANDONMENT
You abandon your attempt to obtain an Airport ID Badge.

BADGE NOT ISSUED