**GENERAL WAYNE A. DOWNING**
**PEORIA INTERNATIONAL AIRPORT**

## PIA Airport Badging Procedure (AOA)

**Step 1: Determining Your Need for a PIA Airport Badge**
- Will your company/organization be working or need access to AOA areas inside the airport's perimeter fence other than the t-hangars but not on the terminal or cargo ramp?
- If you answered yes to the question above, you'll need an airport badge
- If your company needs terminal ramp, cargo ramp, or terminal concourse access see the SIDA procedure

**Step 2: Designating a Signatory Authority**
- This individual will authorize the airport to issue employees/members of a company/organization an airport badge under the company/organization's name
- Applications for badges will not be processed by the airport without the signature of the Authorized Signor
- Once the Authorized Signor has completed the following steps, he/she can then sign off on other company/organization members who will then go through the same process

**Step 3: Security Threat Assessment (STA)**
- A Security Threat Assessment must be conducted by OPS & the TSA
- Badge applications must be turned into the Airport Operations office in the PIA terminal building
- Two specific forms of ID will be required at the time of application:
  - Driver's license **AND** one of the following:
    - Social Security Card, Passport, Birth Certificate
- If you have questions on the specific forms of ID or if you are an individual born outside of the United States, please contact OPS before submitting the application
- Badging is $50 and includes the computer-based AOA badge training and ID issuance; companies are billed by PIA directly
- It normally takes 7 to 10 days for the results of the STA to clear
- If the individual has an active badge from another airport please contact OPS prior to application

**Step 4: SIDA Class**
- Once an individual has been cleared through the STA he/she may take a computer based training class and receive a PIA airport badge
- Training is completed in the Airport Operations office by **appointment only**
- Class consists of a PowerPoint presentations and short quiz and generally takes 45min to 1 hour
- Upon completion of the computer-based training, the individual will receive an airport badge

**Step 5: Airport Badge Renewals**
- Airport badges are valid for a maximum of two years
- Badges with "Field" endorsements expire after one year
- AOA badge renewals consist of taking recurrent training, obtaining a new PIA badge and a renewal fee of $50
- Renewal classes are also completed at the Airport Operations office by **appointment only**

**Step 6: Employee Termination**
- Once an employee/member is terminated (or is still employed but no longer requires AOA access) the authorizing company/organization **must** notify PIA OPS immediately, OPS will then deactivate the individual's badge
- The terminated employee/member **must** return the airport badge to PIA OPS within **3 days**
- The authorizing company/organization will be billed $150 for each badge not returned to PIA OPS within **3 days** after termination

**Updated: 4/5/2021**