



PIA Airport Badging Procedure (SIDA/Secured/Sterile)

Step 1: Determining Your Need for a PIA Airport Badge

- Will your company/organization be working or need access to SIDA/Secured areas inside the airport's perimeter fence?
- Will your company/organization be working or need access to areas inside the terminal's sterile area?
- If you answered yes to either of the questions above, you'll need an airport badge.
- Will any employees/members need access to drive the airfield? If yes, the driver's training is conducted with Operations and could take several weeks up to a few months to be signed off, so be sure to contact us as soon as possible to begin training.

Step 2: Designating an *Authorized Signor*

- 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 received their badge, they may then sign off on other employees' applications.

Step 3: Criminal History Records Check (CHRC) / Security Threat Assessment (STA)

- A criminal history records check based on fingerprints will be conducted by the FBI
- Fingerprinting is done by **appointment only** at the Operations office on the main floor of the terminal
- Two **specific** forms of ID will be required **at the time of** fingerprinting:
 - Driver's license/State ID 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 your fingerprinting appointment
- Fingerprinting is \$100 and includes the SIDA badge training and badging; companies are billed by PIA directly so no payment is needed at the time of fingerprinting
- It typically takes 5-10 business days for results to be received, so you should begin the badging process as soon as possible
- If the individual has an active badge from another airport, please contact OPS before fingerprinting

Step 4: SIDA Badge Training

- Once an individual's CHRC and STA results have been received, we will contact the designated Authorized Signor, who will then inform the employee to contact Airport Operations to set up a time to complete training at the Ops office (employee **MUST** complete the training and pick up their badge **within 30 days** of being notified that results are back)
- Training consists of a PowerPoint presentation, short quiz, and orientation/familiarization drive that generally takes 45min to 1 hour
- When employees arrive for their appointment, they **must** provide their 2 forms of ID again
- Upon completion of the course the individual will receive their badge

Step 5: Airport Badge Renewals

- Airport badges are valid for a maximum of two years
- Badges with "Field" endorsements expire after one year
- Badge renewals consist of taking recurrent training, providing your 2 forms of ID and your current badge, fingerprinting, and obtaining a new PIA badge
- Renewal classes will be set up by **appointment only** at the Operations office

Step 6: Employee Termination

- Once an employee/member is terminated (or is still employed but no longer requires unescorted 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** or the company/organization will be billed a \$150 unreturned badge fee