

Airport Use Only
 BADGE # _____
 AS



AOA
 GA

Eugene Airport
 AOA/GA HANGAR ACCESS APPLICATION

LEGAL NAME: _____
 (Please Print) Last First Middle

Previous Legal Names Maiden / Aliases _____
 (Please Print) Last First Middle

_____ Last First Middle

Social Security Number _____ - _____ - _____

Home Address _____ City _____ State _____ Zip _____

Contact Phone _____ E-mail Address _____

Driver's License / State ID# _____ State _____ Expiration Date ____/____/____

Passport # _____ Country _____ Expiration Date ____/____/____

Non-US Citizens, if applicable

 Alien Registration Number or
 Non-Immigrant Visa Number

Date of Birth ____/____/____ Place of Birth (Country or State if in U.S.) _____ Citizenship Country _____

Gender
 Male Female
Height

 Ft. In.
Weight

 Lb.

Race
 Asian
 Includes Chinese, Japanese, Korean, Indian, Polynesian, Filipino, Indonesian, Samoan, Asian Indian
 Black
 Includes persons have origins in any of the black racial groups of Africa
 Native American
 Includes American Indian, Eskimo, or Alaskan Native
 Caucasian
 Includes Mexican, Puerto Rican, Cuban, Central or South American

Eye Color
 Black
 Blue
 Brown
 Gray
 Green
 Hazel
 Multi-Color

Hair Color
 Bald Black
 White Brown
 Red or Auburn Sandy
 Blonde / Strawberry
 Gray / Partially Gray

The following outlines the rules, regulations and responsibilities associated with the possession and use of a Eugene Airport access ID badge. Applicants shall read and initial all items.

AGREEMENT:

By initialing items, I agree that I have read, understand and will comply with the rules, regulations and requirements as stated below. Failure to comply may result in the revocation, suspension and/or denial of access privileges. Failure to comply may also result in civil penalties and/or criminal prosecution.

SENSITIVE SECURITY INFORMATION (SSI) NON-DISCLOSURE STATEMENT

Sensitive Security Information (SSI) is that information defined in 49 CFR Part 1520, but also includes any information marked “Sensitive Security Information” or “SSI”. SSI may not be released to persons without a need to know, as defined in 49 CFR Part 1520, except with the written permission of the Administrator of the Transportation Security Administration, Arlington, VA. Unauthorized release may result in civil penalty or other action. For U.S. Government agencies, public release is governed by 49 U.S.C. §114(s).

OWNERSHIP OF AIRPORT ID BADGES AND KEYS

All Eugene Airport identification badges and keys are the property of the Eugene Airport and must be immediately returned under the following conditions:

- Upon separation of employment (for any reason)
- When job function no longer requires a Eugene Airport-issued identification badge
- Upon demand of the Eugene Airport
- Upon conviction of any of the disqualifying crimes

In the event employment is terminated, employee keys, and badges shall immediately be returned to the Airport Badging Office or the on duty Operations Officer after hours. Any misuse of or willful failure to return a Eugene Airport-issued identification badge, keys or other City owned item is subject to civil penalties and/or criminal prosecution.

REPORTING LOST, STOLEN OR UNACCOUNTED FOR AIRPORT ID AND KEYS

All badges and Airport keys that are lost, stolen, or otherwise unaccounted for must be immediately reported to Airport Badging office (541) 682-5430. **A PENALTY WILL BE CHARGED FOR LOST/STOLEN/DAMAGED OR DEFACED BADGES OR KEYS BEFORE BEING REPLACED.**

USE OF AIRPORT ISSUED ACCESS ID

Airport access ID and keys are issued only to an individual. **Airport access ID is NEVER to be loaned to others.** Loaning ID’s or allowing individuals to “piggy back” or to gain unauthorized access to the AOA may result in access privileges being temporarily suspended or permanently revoked for any violation of the application process or misuse of the badge. Any misuse of a Eugene Airport-issued access identification badge is subject to civil penalties and/or criminal prosecution.

IDENTIFICATION DISPLAY AND CHALLENGE RESPONSIBILITIES

All persons within a restricted and/or secured area of the airport are required to continuously display, on the outermost garment above the waist level, an identification badge approved or issued by the Eugene Airport. Each employee who has been issued a Eugene Airport restricted and/or secured area identification badge is responsible for challenging any individual who is not properly displaying an airport-issued or airport approved badge. Any person who is not properly displaying or who cannot produce a valid airport-issued or airport approved identification badge must be immediately referred to Airport Operations for proper handling. Airport Operations can be notified by calling (541) 954-6584.

**Eugene Airport Hangar badge holders are exempt from the display requirement, but MUST have their ID available for immediate retrieval for challenge purposes.*

RENEWAL OF AIRPORT ID

All Airport access ID must be renewed either annually or bi-annually depending on driving level privileges. To renew a badge, a revalidation application must be completed and submitted to the Eugene Airport Operations Office. Failure to renew/update access ID will result in the loss of access privileges.

EMPLOYEE PARKING LOT RULES AND RESPONSIBILITIES (If issued Parking Card)

The employee parking lot is set up for parking during work hours only for terminal employees. This lot is not for use by car wash area employees, rental car shuttle drivers or flight crews that work for airlines that do not serve Eugene. **Employee lot is not to be used for parking associated with personal travel.**

To access the employee lot, employees/employers purchase parking cards from Republic Parking. Your Parking Card shall not be loaned to other individuals. It is not acceptable to open the gate for others who lack an appropriate access card, doing so is grounds for loss of parking privileges. Should you terminate employment, the Parking Card shall be returned to your employer or Republic Parking. Parking in the employee parking lot is a privilege that should not be abused. Abuse or non-conformance with the rules may result in the forfeiture of your employee parking lot Parking Card.

GATES AND DOORS

Only single entries are permitted at gates and doors. Each individual must use the appropriate access ID to open each access point. **If a combination gate code is required, only Eugene Airport Access ID media holders may be given gate code combinations.** Once the door or gate is open, it shall fully close and secure prior to the next individual entering the area. Piggy-backing is NOT permitted, except when escorting a non-badged individual. When escorting another vehicle, the badged escorting car would be in front, trigger the gate and both cars would enter before stopping to make sure the gate closes behind them. **NEVER** trigger the gate from inside and back-up to allow entry.



VEHICLES OPERATING WITHIN THE AOA

All vehicles must adhere to requirements on all posted signs and when operating within the AOA shall comply with the following:

- **Parking:** Vehicles will be parked only in designated parking spaces. Hangar tenants may park within their rented hangar space when flying, but may not use General Aviation lots when flying commercial flights. No vehicles shall park on taxi lanes or block airplane traffic.
- **Private Vehicles:** No private vehicles are permitted beyond the red and white RESTRICTED AREA signs pictured above.
- **Lighted beacons:** When within the AOA, all vehicles shall have an operating yellow flashing strobe mounted on the top of the vehicle. At the Airport's discretion, a 3' by 3' orange and white flag may be substituted during daylight hours. Excluding the baggage corral and hangar areas.
- **Identification:** When within the AOA, all vehicles shall have placard or other identifications on the driver's side of the vehicle identifying the name of the business. Excluding the baggage corral and hangar areas.
- **Training:** Driving within the Non-Movement Area requires an initial training followed by bi-annual training to maintain on-going access. Driving within the Movement Area requires an initial training followed by annual training to maintain on-going access. This excludes the baggage corral and hangar areas.
- **Low visibility access (SMGCS):** No vehicular access is permitted within the AOA when the Airport is operating under low visibility conditions (SMGCS) unless they are in direct support of SMGCS operations. Excluding the baggage corral and hangar areas.

DEBRIS AND FOD

It is the responsibility of each person entering the AOA to control, collect and properly dispose of any debris and FOD (foreign objects and debris). It is unacceptable to allow the accumulation of debris or FOD around aircraft, hangars, aprons, ramps, parking areas and other areas within the AOA.

DOGS WITHIN THE AOA

Dogs are permitted only in the General Aviation hangar areas and must be on a leash at all times. Dogs and other pets are not permitted within the remainder of the AOA at any time. Dog owners are fully responsible for the collection and proper disposal of solid waste created by pets.

REVOCATION, SUSPENSION AND DENIAL OF ACCESS PRIVILEGES

Access privileges may be temporarily suspended or permanently revoked for any violation of the application process, rules, regulations or misuse of the badge. Any misuse of or willful failure to return a Eugene Airport-issued identification badge is subject to civil penalties and/or criminal prosecution.

PROHIBITED ITEMS

Prohibited items are only allowed within the Secured Area, SIDA, Sterile Area, and AOA when they are needed for a work related purpose. Badge holders must remember to check before coming to the airport to remove any prohibited items they may be carrying. This includes items such as knives and any type of firearm. A complete list of prohibited items can be found the TSA's website at www.tsa.gov.

The information I have provided on this application 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 on this application can be punished by fine or imprisonment or both. (See section 1001 of Title 18 United States Code.)

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-10)/Aviation Worker Program, 601 South 12th Street, Arlington, VA 20598.

I am the individual to whom the information applies and want 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.

Employee/Tenant Signature

Employee/Tenant Printed Name and SSN

____/____/_____
Date

This portion of the application is to be completed by the Authorized Signatory.

Only an authorized signer on record with the Airport Security Coordinator (ASC) may sign this application.

If you are not on record as an authorized signer please contact the Eugene Airport Badging Office for further instructions before proceeding.

NAME OF EMPLOYER/HANGAR OWNER: _____ **HANGAR #:** _____

MAILING ADDRESS: _____ **CITY/STATE/ZIP:** _____ **TELEPHONE:** _____

Signatory Printed Name: _____ **Signatory Phone #** _____

Signatory E-Mail Address: _____

SIGNATORY TO INITIAL EACH ITEM

_____ As the employer or hangar owner, I accept the ultimate responsibility for costs or fees associated with the applicant's lost, stolen or non-returned badge as determined by the then current Eugene Airport Fee Schedule. I also understand my company is ultimately responsible for any penalties or fines that may be assessed by Eugene Airport, the Federal Aviation Administration (FAA), Transportation Security Administration (TSA), or other governing agency, as a result of violations incurred by me or my employees while at EUG.

_____ Access privileges of an employee or renter may be temporarily suspended or permanently revoked for any violation of the application process or misuse of the badge. Any misuse of or willful failure to return a Eugene Airport issued identification badge is subject to civil penalties and/or criminal prosecution.

_____ Airport keys will be issued only to individual after presenting a signed key request form from the Signatory requesting keys be issued. Keys **MUST** be returned to the Airport Badging Office when no longer needed and **MUST NOT** be reissued to another employee by the Signatory. Employees are responsible for the keys issued to them and will be charged \$25 for the replacement of lost/stolen keys. As the employer, in the event an airport-issued key is lost/stolen and it is determined that re-coring is necessary to ensure overall airport security, the employer shall be financially responsible for the costs of the re-coring. The extent of re-coring shall be at the Airport's discretion.

_____ In the event employment or rental agreement is terminated (for any reason), employee keys and badges shall immediately be returned to the Airport Badging Office or the on duty Operations Officer after hours. Fines **WILL** be levied for any unreturned access ID badges.

_____ I have reviewed this application for completeness and verify that the applicant is an employee/tenant of the company stated above and as their job duties require the applicant to have unescorted access authority.

_____ The applicant acknowledges their security responsibilities under 49 CFR 1540.105(a).

Signatory's Signature (**must be authorized signer on file with ASC**)

Print Name

_____/_____/_____
Date

List of Acceptable Documents

You will need one document from column A OR one document from column B AND one from column C.

List A

OR

List B

AND

List C

Documents that Establish Both Identity and Employment Eligibility
1. U.S. Passport or Passport Card (unexpired)
2. Permanent Resident Card or Alien Registration Receipt Card (Form I-551)
3. Foreign passport that contains a temporary I-551 stamp or temporary I-551 printed notation on a machine readable immigrant visa
4. Employment Authorization Document that contains a photograph (Form I-766)
5. In the case of a nonimmigrant alien authorized to work for a specific employer incident to status, a foreign passport with Form I-94 or Form I-94A bearing the same number as the passport and containing an endorsement of the alien's nonimmigrant status, as long as the period of endorsement has not yet expired and the proposed employment is not in conflict with any restrictions or limitations identified on the form
6. Passport from the Federated States of Micronesia (FSM) or the Republic of the Marshall Islands (RMI) with Form I-94f or Form I-94A indicating nonimmigrant admission under the Compact of Free Association Between the United States and the FSM or RMI

Documents that Establish Identity
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
For persons under the age of 18 who are unable to present a document listed above
1. School record or report card
2. Clinic, doctor, or hospital record
3. Day-care or nursery school record

Documents that Establish Employment Eligibility
1. Social Security Account Number other than one that specifies on the face that the issuance of the card does not authorize employment in the United States
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 territory of the United States bearing an official seal
4. Native American tribal document
5. U.S. Citizen ID Card (Form I-197)
6. Identification Card for use of Resident Citizen in the United States (Form I-179)
7. Employment authorization document issued by Department of Homeland Security

Non US Citizens
Must present one of the following:
 International passport (must be current with photo ID)
 Alien Registration Card: I-94 or Green Card

Citizens Born Abroad or Naturalized US Citizens
Must present one of the following:
 U.S. Passport with photo ID
 Certificate of Naturalization
 Certificate of Birth Abroad (Form DS-1350 or FS-545)

Privacy Act Notice

Authority: 6 U.S.C. § 1140, 46 U.S.C. § 70105; 49 U.S.C. §§ 106, 114, 5103a, 40103(b)(3), 40113, 44903, 44935-44936, 44939, and 46105; the Implementing Recommendations of the 9/11 Commission Act of 2007, § 1520 (121 Stat. 444, Public Law 110-53, August 3, 2007); FAA Reauthorization Act of 2018, §1934(c) (132 Stat. 3186, Public Law 115-254, Oct 5, 2018), and Executive Order 9397, as amended.

Purpose: The Department of Homeland Security (DHS) will use the biographic information to conduct a security threat assessment. Your fingerprints and associated information will be provided to the Federal Bureau of Investigation (FBI) for the purpose of comparing your fingerprints to other fingerprints in the FBI's Next Generation Identification (NGI) system or its successor systems including civil, criminal, and latent fingerprint repositories. The FBI may retain your fingerprints and associated information in NGI after the completion of this application and, while retained, your fingerprints may continue to be compared against other fingerprints submitted to or retained by NGI. DHS will also transmit your fingerprints for enrollment into US-VISIT Automated Biometrics Identification System (IDENT). DHS may provide your name and SSN to the Social Security Administration (SSA) to compare that information against SSA records to ensure the validity of the information.

Routine Uses: In addition to those disclosures generally permitted under 5 U.S.C. 522a(b) of the Privacy Act, all or a portion of the records or information contained in this system may be disclosed outside DHS as a routine use pursuant to 5 U.S.C. 522a(b)(3) including with third parties during the course of a security threat assessment, employment investigation, or adjudication of a waiver or appeal request to the extent necessary to obtain information pertinent to the assessment, investigation, or adjudication of your application or in accordance with the routine uses identified in the TSA system of records notice (SORN) DHS/TSA 002, Transportation Security Threat Assessment System. For as long as your fingerprints and associated information are retained in NGI, your information may be disclosed pursuant to your consent or without your consent as permitted by the Privacy Act of 1974 and all applicable Routine Uses as may be published at any time in the Federal Register, including the Routine Uses for the NGI system and the FBI's Blanket Routine Uses.

Disclosure: Pursuant to § 1934(c) of the FAA Reauthorization Act of 2018, TSA is required to collect your SSN on applications for Secure Identification Display Area (SIDA) credentials. For SIDA applications, failure to provide this information may result in denial of a credential. For other aviation credentials, although furnishing your SSN is voluntary, if you do not provide the information requested, DHS may be unable to complete your security threat assessment.