

SIDA VEHICLE DECAL PROGRAM SIGNATORY AND APPLICATION REQUIREMENTS AND PROCEDURES



HARRY REID

INTERNATIONAL

LAS VEGAS

January 2025

TABLE OF CONTENTS

TABLE OF CONTENTS	i
BECOMING A SIGNATORY	1
WHO CAN BECOME A SIDA DECAL SIGNATORY?	1
WHAT DOES A SIDA DECAL SIGNATORY DO?	1
WHAT ARE THE RESPONSIBILITIES OF A SIGNATORY?	1
HOW TO BECOME A SIDA DECAL SIGNATORY?	2
OBTAINING A SIDA DECAL	4
IS A SIDA VEHICLE DECAL REQUIRED?	4
WHAT ARE THE TYPES OF SIDA VEHICLE DECALS?	4
WHAT ARE THE INSURANCE REQUIREMENTS?	5
WHAT ARE THE REGISTRATION REQUIREMENTS?	6
HOW DO I COMPLETE A SIDA DECAL APPLICATION?	6
HOW DO I SUBMIT MY SIDA DECAL APPLICATION?	7
RETURNING / REPLACING A SIDA DECAL	8
HOW DO I RETURN OR REPLACE A SIDA VEHICLE DECAL?	8
FREQUENTLY ASKED QUESTIONS	9
ANSWERS TO FREQUENTLY ASKED QUESTIONS	9
CONTACTING US	10
WHAT ARE THE HOURS FOR THE SIDA DECAL OFFICE?	10
HOW DO I CONTACT THE SIDA DECAL OFFICE?	10
HOW DO I GET TO THE SIDA DECAL OFFICE?	10



BECOMING A SIGNATORY

WHO CAN BECOME A SIDA DECAL SIGNATORY?

Any individual who possesses and maintains a valid Harry Reid International Airport (LAS) badge issued through the Department of Aviation (DOA) Security Badging Office and is authorized and designated in writing by a DOA Division / Department or Tenant / Vendor to act on their behalf may act as a Secure Identification Display Area (SIDA) Vehicle Decal Signatory. A SIDA Vehicle Decal Signatory is not themselves required to have ramp driving privileges.

WHAT DOES A SIDA DECAL SIGNATORY DO?

A SIDA Vehicle Decal Signatory may perform any function related to the SIDA Vehicle Decal Program on behalf of their organization or portion of organization and is responsible for observing, maintaining, and keeping up on all rules and processes related to the SIDA Vehicle Decal Program and duties, functions, and responsibilities of a SIDA Vehicle Decal Program Signatory.

WHAT ARE THE RESPONSIBILITIES OF A SIGNATORY?

A SIDA Vehicle Decal Signatory is responsible for:

- Applying for and picking-up any requested SIDA Vehicle Decal(s).
- Properly affixing and securing SIDA Vehicle Decals to the correct vehicles to which they are assigned.
- Ensuring a minimum of two (2) signatories for the organization are maintained at all times unless authorized in writing by the SIDA Vehicle Decal Office.
- Appropriately submitting valid current proof of insurance and registration (for plated vehicles) or proof of ownership / possession (for non-plated vehicles) prior to receiving a SIDA Vehicle Decal.
- Appropriately submitting for approval proof of insurance immediately upon any change and/or upon renewal **prior** to its expiration date.
- The immediate notification to the Airport Control Center (ACC) and the SIDA Vehicle Decal Office of any lost or stolen SIDA Vehicle Decal or cancellation of any vehicle registration or insurance policy.
- Immediately returning any SIDA Vehicle Decal that has been removed, damaged, or defaced or for a vehicle that has been taken out of service, damaged, etc.
- Notifying the SIDA Vehicle Decal Office in writing on applicable letterhead of any signatory changes (i.e., additions/deletions/information changes).
- Continued compliance with all existing and updates to SIDA Vehicle Decal Operating Directives and SIDA Vehicle Decal Program processes.
- Timely responsiveness to requests, inquiries, and audits related to the SIDA Vehicle Decal Program.

HOW TO BECOME A SIDA DECAL SIGNATORY?

Only the following two (2) documents are needed to be read, completed, and submitted to become a SIDA Vehicle Decal Signatory:

- ➔ Signatory Responsibilities Form; and
- ➔ Signatory Authorization Memo*

* The Signatory Authorization Memo MUST be copied onto company / department letterhead with the information in **[bracketed red type]** being changed, as appropriate. An individual may designate themselves as a Signatory on the Signatory Authorization Memo and still sign the signature block at the bottom of the request.

In order for a Signatory to take action on behalf of an account-holder, the SIDA Vehicle Decal Office must first receive and have on file for the Signatory, the following executed Signatory Responsibilities Form:

SIDA Vehicle Decal Signatory
Acknowledgment of Responsibilities & Duties

HARRY REID
INTERNATIONAL
LAS VEGAS

DOA Division, Department, or Tenant Name: _____

Tenant Address: _____

Secure Identification Display Area (SIDA) Vehicle Decal Signatories are individuals authorized and designated in writing by a Tenant to perform functions on their behalf regarding the SIDA Vehicle Decal Program. SIDA Vehicle Decal Signatories are required to possess and maintain a valid LAS badge in order to conduct SIDA Decal transactions.

Only authorized Signatories may request and receive a SIDA Vehicle Decal.

Signatories must be designated in writing to the SIDA Vehicle Decal Office prior to being able to conduct any SIDA Vehicle Decal transaction.

Tenants must notify the SIDA Decal Office in writing within 5 business days of any necessary Signatory changes or updates.

Signatory Responsibilities and Duties:

- When requesting a new SIDA Vehicle Decal, a Signatory MUST submit:
 - Appropriate SIDA Vehicle Decal Application (Plated, Non-Plated, or CCFD Privately Owned);
 - Either:
 - Proof of current registration (for Plated vehicles); or
 - Proof of valid ownership / possession (for Non-Plated vehicles); and
 - Current Certificate of Insurance (COI) that is in compliance with LAS insurance requirements.
- New Decal requests, Registration changes, and Insurance renewal updates must be submitted directly to the SIDA Decal Office's email address at: SIDAd decals@LASAirport.com. If email is not available to you, you must deliver your documents to the SIDA Decal Office in person.

*** ALL UPDATES MUST BE RECEIVED BY THE SIDA DECAL OFFICE PRIOR TO THE EXPIRATION DATE CURRENTLY ON FILE.** Failure to provide updates in a timely manner may result in the loss of SIDA Vehicle Decal privileges, revocation of a Decal, and/or Administrative fees.

- Signatories will ensure that SIDA Vehicle Decals are properly affixed and secured to the correct vehicle to which it is assigned. Decals SHALL NOT be taped to windshields of vehicles or to fenders or windshields of golf carts or Utility Task Vehicles.
- Signatories will notify the SIDA Vehicle Decal Office immediately if insurance or registration is cancelled or becomes invalid for any reason.
Immediately report a lost or stolen SIDA Decal to the SIDA Vehicle Decal Office by calling: **(702) 261-DCAL (3225)**
If you are unable to reach anyone at the Decal Office, report the incident to the Control Center: **(702) 261-5125**
- Signatories must return a vehicle's SIDA decal prior to broken windshields being replaced, when a vehicle is removed from service, or when a vehicle will be off the Airport for an extended period of time due to extensive maintenance or repair.

NOTE: The most common cause of a lost SIDA Vehicle Decal occurs from replacing a broken windshield without removing the decal.

- Signatories must comply with all SIDA Vehicle Decal operating directives and manuals as set forth by the Clark County Department of Aviation.

06/2024

SIDA Vehicle Decal Signatory
Acknowledgment of Responsibilities & Duties

HARRY REID
INTERNATIONAL
LAS VEGAS

NOTE: A minimum of two Signatories are required.

By Signing Below as a SIDA Vehicle Decal Signatory at LAS, I Hereby Acknowledge That I Have Read, Understand, and Will Abide By All Responsibilities and Duties, As Set Forth Above:

PRIMARY SIGNATORY (REQUIRED)

_____ (Name: Last, First)	_____ (LAS Badge Number)	_____ (Primary Phone #)
_____ (Email Address)	_____ (Alternate Phone #)	
_____ (Signature)	_____ (Date: MM/DD/YY)	

ADDITIONAL SIGNATORY #1 (REQUIRED)

_____ (Name: Last, First)	_____ (LAS Badge Number)	_____ (Primary Phone #)
_____ (Email Address)	_____ (Alternate Phone #)	
_____ (Signature)	_____ (Date: MM/DD/YY)	

ADDITIONAL SIGNATORY #2 (OPTIONAL)

_____ (Name: Last, First)	_____ (LAS Badge Number)	_____ (Primary Phone #)
_____ (Email Address)	_____ (Alternate Phone #)	
_____ (Signature)	_____ (Date: MM/DD/YY)	

06/2024

Additionally, the following Signatory Authorization Memo (with the information completed in the section denoted by '{') must be submitted to the SIDA Vehicle Decal Office on company / department letterhead, with the information in [bracketed red type] being changed, as appropriate. An individual may designate themselves as a Signatory on the Signatory Authorization Memo and still sign the signature block at the bottom of the Memo.

SUBMIT VIA EMAIL TO: SIDAd decals@lasairport.com Month Day, Year
SIDA Vehicle Decal Office (Airside Operations)
Harry Reid International Airport (LAS)
5757 Wayne Newton Boulevard, 4th Floor
Las Vegas, Nevada 89119

SIDA Vehicle Decal Office,
In accordance with applicable provisions of 49 CFR 1542, the employees listed below represent [COMPANY / ORGANIZATION]. Additionally, they are authorized to act on behalf of this organization while conducting all Signatory duties, functions, and responsibilities associated with the SIDA Vehicle Decal Program at LAS.
It is understood that unless authorized in writing, a minimum of two (2) Vehicle Decal Signatories from our organization must remain on file with the SIDA Vehicle Decal Office.

PLEASE FULFILL OUR REQUEST RELATING TO THE MARKED SECTION(S) BELOW:

{

☐ Please **ESTABLISH** our organization's SIDA Vehicle Decal account with the following individuals as Signatories:
(The individuals below requesting SIDA Vehicle Decal Signatory rights have read, understand, completed, and executed their relative portion of the SIDA Vehicle Decal Signatory Acknowledgment of Responsibilities & Duties form that is submitted along with this request.)

NEW Signatory #1:			
First Name:		Last Name:	
LAS Badge #:		Email Address:	
Primary Phone #:		Alternate Phone #:	
NEW Signatory #2:			
First Name:		Last Name:	
LAS Badge #:		Email Address:	
Primary Phone #:		Alternate Phone #:	

☐ Please **REMOVE** the following individual(s) as Signatories from our organization's SIDA Vehicle Decal account:

REMOVE Signatory:	
Name (First / Last):	
Name (First / Last):	

☐ Please **UPDATE** our organization's current Signatory's information as follows:

UPDATE Signatory #1:			
First Name:		Last Name:	
LAS Badge #:		Email Address:	
Primary Phone #:		Alternate Phone #:	
UPDATE Signatory #2:			
First Name:		Last Name:	
LAS Badge #:		Email Address:	
Primary Phone #:		Alternate Phone #:	

[/Signature/]
[Full Printed Name]
[Job Title]
[Company / Organization]
Contact Number

Both the completed Authorization Memorandum and Signatory Responsibilities Form should be submitted electronically via email to SIDAd decals@LASairport.com.
Once the SIDA Vehicle Decal Office receives signed completed paperwork for a Signatory, an acknowledgment email will be sent. In most circumstances, the Applicant may conduct Signatory activities, including applying for and picking up decals, while their Application is formally processed.

OBTAINING A SIDA DECAL

A SIDA Vehicle Decal Application form needs to be completed and submitted from a Signatory's email account for each vehicle needing a SIDA decal. As each application is processed and a SIDA Vehicle Decal is ready for pick up, every Signatory on the account will be sent an auto-generated email notification. Only an account's approved Signatories may pick-up the ready decal(s) from the SIDA Vehicle Decal Program Office.

IS A SIDA VEHICLE DECAL REQUIRED?

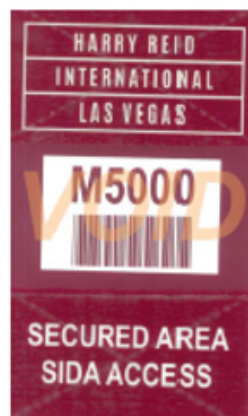
- ➔ All vehicles designed for the transportation of people and materials operating within the SIDA, including golf carts and MULEs (Multi-Use Light Equipment), require the affixation of a SIDA Vehicle Decal.
- ➔ Equipment utilized exclusively on the Ramp for the support of aircraft operations (i.e., belt loaders, baggage tugs, and baggage carts) are considered GSE and do not require a SIDA Vehicle Decal.

WHAT ARE THE TYPES OF SIDA VEHICLE DECALS?

Depending on the Applicant and intended usage of the vehicle, one of three (3) different decals may be issued to an Applicant desiring to regularly operate a vehicle within the SIDA. Vehicles not regularly conducting operations with the SIDA should not apply for nor be issued a SIDA Vehicle Decal but, instead, be appropriately escorted to and from their destination(s) and at all other times while within the SIDA.

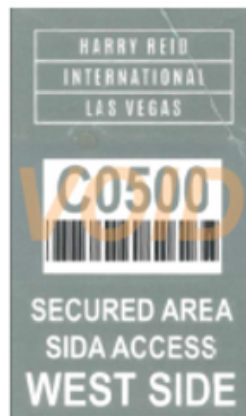
Once approved, an Applicant will be issued either a Maroon (M), Charcoal (C), or White (W) colored SIDA Vehicle Decal. As further described below, 'M' decals are valid throughout the SIDA, while 'C' decals are valid only on the West Ramp, and 'W' decals are issued only for the use by LAS' CCFD-ARFF firefighters to access Station 13, which is located within the SIDA.

The following depicts the differing colored SIDA Vehicle Decals and their associated usage issuances:



MAROON DECAL

A Maroon colored Decal with white lettering and maroon numbering denotes that the vehicle to which it is affixed has unescorted access to all designated SIDA areas.



CHARCOAL DECAL

A Charcoal colored Decal with white lettering and charcoal numbering denotes that the vehicle to which it is affixed is restricted to all parts of the General Aviation (commonly referred to as the Westside) SIDA area.



WHITE DECAL

A White colored Decal with maroon lettering and maroon numbering denotes that the vehicle to which it is affixed is an approved CCFD fire fighter's private vehicle with escorted access through the SIDA areas to access ARFF Station 13.

WHAT ARE THE INSURANCE REQUIREMENTS?

- ➔ Proof of appropriate current insurance (“glove-box” insurance information cards (whether fleet or individual) are not acceptable) must be approved by DOA’s Risk Management Office and be on file with the SIDA Vehicle Decal Office in order for a decal application to be processed;
- ➔ Upon renewal of any applicable insurance policy, DOA’s Risk Management Office must again approve the proof of the current insurance policy.
- ➔ All submittals of proof of insurance must be submitted by email to insurance@lasairport.com.
- ➔ DOA’s Risk Management Office will notify the SIDA Vehicle Decal office of all insurance policy approvals for the SIDA Vehicle Decal Office’s further processing (i.e., issuance of a SIDA Decal and/or updating existing SIDA Decal record(s) with the renewed policy’s expiration date).
- ➔ All insurance must be in compliance with the current requirements of LAS.
- ➔ LAS currently requires on-airport AUTOMOBILE LIABILITY COVERAGE for operators requiring vehicle airfield (Ramp) access to be NOT LESS THAN \$5 million per person / per occurrence (combined single limit).
 - ➔ ➔ The MINIMUM \$5M REQUIREMENT can be met solely with Automobile Liability or a combination of Auto Liability and Umbrella Liability / Excess Liability;
 - ➔ ➔ If Umbrella / Excess Liability is used to cover a portion of the MINIMUM \$5M REQUIREMENT, it must clearly be shown;
 - ➔ ➔ If any coverage in the AUTOMOBILE LIABILITY section other than “ANY AUTO” is marked, a comprehensive SCHEDULE OF COVERED VEHICLES (automobiles, trucks, golf carts, and utility vehicles) MUST accompany the Certificate of Insurance (COI), inclusive of the Year, Make, Model, and VIN / Serial Number for each covered vehicle.
 - ➔ ➔ If vehicles are listed by schedule, any additional SIDA decal requests for non-listed vehicles MUST be accompanied by a comprehensive updated schedule (appropriately completed by an insurance representative);
- ➔ The DESCRIPTION OF OPERATIONS field of the COI must specifically include the following statement:

**CLARK COUNTY, ITS COMMISSIONERS, OFFICERS,
EMPLOYEES, RELATED ENTITIES AND AUTHORIZED
REPRESENTATIVES ARE INSURED WITH RESPECT TO
LIABILITY ARISING OUT OF THE ACTIVITIES.**

- ➔ The CERTIFICATE HOLDER field must specifically state:
**HARRY REID INTERNATIONAL AIRPORT
CLARK COUNTY DEPARTMENT OF AVIATION
PO BOX 11005
LAS VEGAS, NV 89111-1005**

WHAT ARE THE REGISTRATION REQUIREMENTS?

- ➔ A copy of the vehicle's current registration must accompany every SIDA Vehicle Decal Application for both plated and plated-exempt vehicles.
- ➔ A SIDA Vehicle Decal Application for a non-plated vehicle must include proof of the applicant's ownership / possession entitlement (i.e., title, bill of sale, lease or rental agreement) and clearly identifying the vehicle being applied for.
- ➔ Subsequent to the initial submission of a vehicle's registration, unless the registration information changes, no further submissions of ongoing proof of registration renewals for the vehicle is required.

HOW DO I COMPLETE A SIDA DECAL APPLICATION?

SIDA Vehicle Decal Applications and forms can be found and downloaded at:

<https://harryreidairport.com/Business/Airside/Documents>

- ➔ For most situations, the Standard Form shown here is used to request a SIDA Decal and is named **SIDA DECAL APPLICATION (PLATED_NONPLATED)**.

HARRY REID	SIDA VEHICLE DECAL PROGRAM
INTERNATIONAL	CCFD-ARFF PRIVATE VEHICLE DECAL APPLICATION
LAS VEGAS	MARK ONE: (<input type="checkbox"/> 1ST VEHICLE / <input type="checkbox"/> 2ND VEHICLE)

DATE OF APPLICATION: _____

EMPLOYEE CONTACT INFORMATION

NAME (FIRST, LAST): _____

BADGE NUMBER: _____

ADDRESS: _____

STREET CITY STATE ZIP

PREFERRED **TELEPHONE** NUMBER: _____

PREFERRED **EMAIL** ADDRESS: _____

VEHICLE IDENTIFICATION INFORMATION

YEAR OF VEHICLE: _____

MAKE OF VEHICLE NUMBER: _____

MODEL OF VEHICLE: _____

VEHICLE IDENTIFICATION NUMBER (**VIN**): _____

LICENSE **PLATE** NUMBER: _____

STATE OF REGISTRATION: _____

EMPLOYEE SIGNATURE

PRINTED NAME: _____ SIGNATURE: _____

Email completed Application and supporting documents to: SIDAdcats@LASairport.com

SIDA VEHICLE DECAL OFFICE USE ONLY BELOW THIS LINE

SIDA DECAL # ISSUED: _____	DATE ISSUED: _____	ISSUED BY: _____
CURRENT REGISTRATION / OWNERSHIP: _____	VERIFICATIONS: <input type="checkbox"/>	EXPIRATION DATE: _____
APPROVED CURRENT PROOF OF INSURANCE: _____	<input type="checkbox"/>	_____

- ➔ All fields in each section of the Standard Form that are applicable **MUST** be completed (i.e., if the request is on behalf of a sub-tenant or vendor; a vehicle or county mobile number is assigned; a single operator is assigned to the vehicle; etc.).

- ➔ For requests related to CCFD-ARFF firefighters' private vehicles, the CCFD-ARFF Application Form shown here is to be used and is named **CCFD-ARFF PRIVATE VEHICLE SIDA APPLICATION**.

HARRY REID INTERNATIONAL LAS VEGAS	SIDA VEHICLE DECAL PROGRAM CCFD-ARFF PRIVATE VEHICLE DECAL APPLICATION MARK ONE: <input type="checkbox"/> 1 ST VEHICLE / <input type="checkbox"/> 2 ND VEHICLE
--	---

DATE OF APPLICATION: _____

EMPLOYEE CONTACT INFORMATION

NAME (FIRST, LAST): _____

BADGE NUMBER: _____

ADDRESS: _____

STREET CITY STATE ZIP

PREFERRED TELEPHONE NUMBER: _____

PREFERRED EMAIL ADDRESS: _____

VEHICLE IDENTIFICATION INFORMATION

YEAR OF VEHICLE: _____

MAKE OF VEHICLE NUMBER: _____

MODEL OF VEHICLE: _____

VEHICLE IDENTIFICATION NUMBER (VIN): _____

LICENSE PLATE NUMBER: _____

STATE OF REGISTRATION: _____

EMPLOYEE SIGNATURE

PRINTED NAME: _____ SIGNATURE: _____

Email completed Application and supporting documents to: SIDAd decals@LASairport.com

SIDA VEHICLE DECAL OFFICE USE ONLY BELOW THIS LINE

SIDA DECAL # ISSUED: _____	DATE ISSUED: _____	ISSUED BY: _____
CURRENT REGISTRATION / OWNERSHIP: _____	VERIFICATIONS: <input type="checkbox"/>	EXPIRATION DATE: _____
APPROVED CURRENT PROOF OF INSURANCE: _____	<input type="checkbox"/>	_____

- ➔ All fields in each section of the CCFD-ARFF Application Form that are applicable **MUST** be completed (i.e., All fields in each section that are applicable **MUST** be completed (i.e.,; whether the Application represents the first or second Application for a SIDA Vehicle Decal; etc.).
- ➔ Each CCFD-ARFF Station 13 firefighter is allowed a **MAXIMUM** of two (2) SIDA Vehicle Decals for their primary and secondary modes of transportation.

HOW DO I SUBMIT MY SIDA DECAL APPLICATION?

All completed SIDA Vehicle Decal Applications **MUST** be submitted from a valid current SIDA Vehicle Decal Program Signatory's email account that is on-file with the SIDA Vehicle Decal Office.

- ➔ IF a current and approved proof of insurance is on-file, then the Application and proof of ownership / right of possession (see the section in this booklet titled **WHAT ARE THE REGISTRATION REQUIREMENTS?**) must be submitted directly to the email SIDAd decals@lasairport.com for processing.

- ➔ IF there is NOT a current and approved proof of insurance on-file, then a COI in compliance with LAS' insurance requirements (see the section in this booklet titled **WHAT ARE THE INSURANCE REQUIREMENTS?**) must be submitted, along with the following fully-completed **SUBMISSION AND APPROVAL FORM**, a completed Application, and proof of ownership / right of possession (see the section in this booklet titled **WHAT ARE THE REGISTRATION REQUIREMENTS?**) to the email insurance@lasairport.com, with a copy to SIDAdecals@lasairport.com, for approval of your insurance and processing of the Application.

HARRY REID INTERNATIONAL LAS VEGAS	SIDA VEHICLE DECAL PROGRAM SUBMISSION AND APPROVAL FORM <small>(USED TO SUBMIT INSURANCE INFORMATION TO RISK MANAGEMENT)</small>
---	--

DATE OF INITIAL SUBMISSION: _____

REQUESTOR INFORMATION

SIDA VEHICLE DECAL PROGRAM APPLICANT / SIGNATORY INFORMATION

TENANT or DOA DIVISION / DEPARTMENT: _____

SIGNATORY NAME and BADGE NUMBER: _____

SIGNATORY CONTACT TELEPHONE #: _____

SIGNATORY CONTACT EMAIL ADDRESS: _____

SUBTENANT / VENDOR CONTACT NAME: _____

SUBTENANT / VENDOR CONTACT TELEPHONE #: _____

(IF APPLICABLE) SUB-TENANT / VENDOR INSURANCE CONTACT INFORMATION

SUBTENANT / VENDOR NAME: _____

SUBTENANT / VENDOR INSURANCE POC NAME: _____

SUBTENANT / VENDOR INSURANCE POC PHONE #: _____

Email completed Form, Application, and supporting documents to:
insurance@LASairport.com with a copy to SIDAdecals@LASairport.com

RISK MANAGEMENT OFFICE USE ONLY BELOW THIS LINE

☐ PROOF OF INSURANCE APPROVED

APPROVAL DATE: _____ APPROVED BY: _____

APPROVED TERMS:

EXPIRATION DATE: _____

☐ APPLIES TO ALL VEHICLES / EQUIPMENT

-- OR --

☐ APPLIES TO ONLY THE FOLLOWING LISTED VIN / SERIAL NUMBERS:

RETURNING / REPLACING A SIDA DECAL

HOW DO I RETURN OR REPLACE A SIDA VEHICLE DECAL?

Any SIDA Vehicle Decal that is damaged, defaced, can no longer be properly[‡], or is not, affixed to its assigned vehicle or is affixed to a vehicle that is or will be off the Airport for an extended period of time, out of service for longer than three (3) days, unable to pass smog or be registered, being taken out of service or transferred out of state, being sold, or whose windshield is broken and/or being replaced **MUST** immediately be returned to the SIDA Vehicle Decal Program Office (see the section in this booklet titled **DIRECTIONS TO THE SIDA DECAL OFFICE**).

[‡] Decals SHALL NOT be taped to windshields, windscreens, or fenders of any vehicle.

ANSWERS TO FREQUENTLY ASKED QUESTIONS

- Q.** Are there different rules and / or processes for different types of SIDA Vehicle Decal Applicants.
- A.** Yes. The DOA and/or certain Governmental Agencies MAY NOT be subject to or may be exempted from some rules, directives, guidelines, and/or processes.
- Q.** What are the fees that are associated with SIDA Vehicle Decals?
- A.** Every issuance of a SIDA Vehicle Decal is assessed a nominal **\$10.00** fee. This assessment occurs upon the issuance of a SIDA Vehicle Decal, regardless of the need for the issuance. There is no fee upon the return of a SIDA Vehicle Decal. An additional assessment will be charged for a SIDA Vehicle Decal issued when a previously non-returned (i.e., lost or stolen) SIDA Vehicle Decal had been issued for the same vehicle. This assessment is currently **\$50.00** for the first such replacement; **\$100.00** for the second such replacement; and **\$200.00** for the third and each subsequent such replacement.
- Q.** Can a non-Signatory company employee pick-up a SIDA Vehicle Decal?
- A.** No. Only a previously-approved SIDA Vehicle Decal Program Signatory may submit a decal Application and/or pick-up a SIDA Vehicle Decal.
- Q.** Can a privately- / individually-owned vehicle that is registered and insured obtain a SIDA Vehicle Decal to operate within the SIDA?
- A.** No. Vehicle ownership, registration, and insurance MUST NOT be in an individual's name. Only a properly identified and DOA Business Office approved entity / company that has been issued an LAS Operating Permit may be issued a SIDA Vehicle Decal.
- Q.** We are currently awaiting issuance of our LAS Operating Permit from the DOA Business Office. May we apply for a SIDA Vehicle Decal in the interim?
- A.** No. A LAS Operating Permit MUST FIRST be approved and issued through the DOA Business Office for the submission and processing of a SIDA Vehicle Decal.
- Q.** Does the SIDA Vehicle Decal need to be displayed in a specific location?
- A.** Yes. Every SIDA Vehicle Decal must be displayed on the vehicle for which it was issued (shown on the back of the decal) and must be affixed to the bottom left corner of the windshield or windscreen on the driver's side. If the vehicle does not have a windshield, the decal must be placed on the outermost top panel on the upper left corner of the driver's side.
- Q.** Why are the different colored SIDA Vehicle Decals?
- A.** Depending on the Applicant and intended usage of the vehicle, a Maroon (M), Charcoal (C), or White (W) SIDA VEHICLE Decal will be issued. M decals are valid throughout the SIDA, while C decals are valid only on the West Ramp, and W decals are issued only for the use by LAS' CCFD-ARFF firefighters to access Station 13 located within the SIDA.

CONTACTING US

WHAT ARE THE HOURS FOR THE SIDA DECAL OFFICE?

The operating hours for the SIDA Vehicle Decal Program Office are:

Monday – Friday, from 8:30am to 3:30pm

Should you require to visit the SIDA Vehicle Decal Program Office outside of these hours, please contact the Office and your needs will be attempted to be accommodated.

HOW DO I CONTACT THE SIDA DECAL OFFICE?

Physical and Mailing Address:

AIRSIDE OPERATIONS – SIDA VEHICLE DECAL PROGRAM OFFICE

Terminal I – 4th Floor (South Side)
Harry Reid International Airport (LAS)
5757 Wayne Newton Boulevard
Las Vegas, Nevada 89155

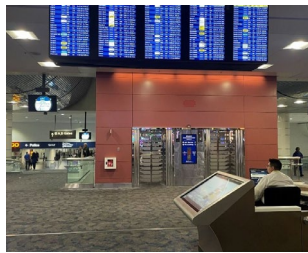
Telephone: (702) 261-DCAL (3225)

Email Address: SIDAdecals@lasairport.com

SIDA Forms Website: <https://harryreidairport.com/Business/Airside/Documents>

HOW DO I GET TO THE SIDA DECAL OFFICE?

- ① From the Esplanade in Terminal I, take the elevators near the A/B Security Checkpoint across from the Information Booth to the Fourth (4th) floor.



- ② Exit the elevator onto the Fourth (4th) floor and turn right, heading South to the end of the hall.



- ③ At the end of the hall, enter the door on the right. The sign on the door states 'Airside Operations' (as shown in the photo).



- ④ If no one is at the front to assist you, please press the doorbell next to the glass door to the right side of the reception windows.

