



# Charlotte Douglas International Airport CHRC/STA Application

CLT Badging Office: 704-359-4010 ~ Application available at [www.cltairport.com/operations](http://www.cltairport.com/operations)

Charlotte Douglas International Airport (CLT) will not accept this application if it is handwritten, altered (including use of correction fluid), torn, folded, bent or otherwise defaced. Signatures by the employee and authorized signer will only be accepted using blue or black ink. The application is valid for 30 days.

SECTION 1 - APPLICANT INFORMATION				Present this application with originals and copies of the required forms of identification. All documents must be unexpired. (See p. 6)				
LAST NAME		SUFFIX- if applicable	FIRST NAME		MIDDLE NAME			
LIST ANY AND ALL OTHER LEGAL NAME(S) PREVIOUSLY USED (e.g. maiden name)								
HOME ADDRESS (street, APT-if applicable)				CITY				
STATE	ZIP	PHONE NUMBER		EMAIL ADDRESS				
DATE OF BIRTH (mm/dd/yyyy)	SOCIAL SECURITY NUMBER	GENDER	RACE	EYE COLOR	HAIR COLOR	HEIGHT	WEIGHT	
APPLICATION TYPE 1542    1544    EXEMPT/LEO		DRIVER'S LICENSE/ STATE ID NUMBER		DL LICENSE / ID STATE		LICENSE/ ID EXPIRATION DATE		
SECTION 2 - CITIZENSHIP INFORMATION				Mark appropriate boxes below and answer any relevant questions.				
COUNTRY OF BIRTH: _____ STATE / TERRITORY OF BIRTH: _____ COUNTRY OF CITIZENSHIP: _____				NON-US CITIZEN: <i>Must provide at least ONE of the following ORIGINAL and UNEXPIRED documents:</i>  ALIEN REGISTRATION NUMBER (ARN): _____  I-94 ARRIVAL/DEPARTURE FORM NUMBER: _____  NON-IMMIGRANT VISA CONTROL NUMBER: _____  PASSPORT ISSUING COUNTRY: _____  PASSPORT NUMBER: _____				
US CITIZEN; NATURALIZED OR BORN ABROAD. <i>Must provide one of the following ORIGINAL and UNEXPIRED documents:</i>								
US PASSPORT NUMBER: _____								
CERT. OF NATURALIZATION (Alien Registration Number): _____								
CERT. OF BIRTH ABROAD NUMBER: _____								
SECTION 3 - DISQUALIFYING CRIMINAL OFFENSES				This section must be completed by the applicant from Section 1. Applicant must mark the appropriate statement at the bottom of the section.				
<p>Please read the following information carefully. Indicate below if in the last 10 years you have been convicted, or found not guilty by reason of insanity of any of the below offenses, including convictions that were later dismissed, reduced, or expunged.</p> <table border="0"><tr><td><ul style="list-style-type: none"><li>• Forgery of certificates, false marking of aircraft, and other aircraft registration violation; 49 U.S.C 46306.</li><li>• Interference with air navigation; 49 U.S.C 46308.</li><li>• Improper transportation of a hazardous material; 49 U.S.C 46312.</li><li>• Aircraft piracy; 49 U.S.C 46502.</li><li>• Interference with flight crew members or flight attendants; 49 U.S.C 46504.</li><li>• Commission of certain crimes aboard aircraft in flight; 49 U.S.C 46506.</li><li>• Carrying a weapon or explosive aboard aircraft; 49 U.S.C 46505.</li><li>• Conveying false information and threats; 49 U.S.C 46507.</li><li>• Aircraft piracy outside the special aircraft jurisdiction of the United States; 49 U.S.C 46502(b)</li><li>• Lighting violations involving transporting controlled substances; 49 U.S.C 46315.</li><li>• Unlawful entry into an aircraft or airport area that serves air carriers or foreign air carriers contrary to established security requirements; 49 U.S.C 46314.</li><li>• Destruction of an aircraft or aircraft facility; 18 U.S.C. 32.</li><li>• Murder.</li><li>• Assault with intent to murder.</li><li>• Espionage.</li><li>• Sedition.</li><li>• Kidnapping or hostage taking.</li><li>• Treason.</li></ul></td><td><ul style="list-style-type: none"><li>• Rape or aggravated sexual abuse.</li><li>• Unlawful possession, use, sale, distribution, or manufacture of an explosive or weapon.</li><li>• Extortion.</li><li>• Armed or felony unarmed robbery.</li><li>• Distribution of, or intent to distribute, a controlled substance.</li><li>• Felony arson.</li><li>• Felony involving a threat.</li><li>• Felony involving willful destruction of property.</li><li>• Felony involving importation or manufacture of a controlled substance.</li><li>• Felony involving burglary.</li><li>• Felony involving theft.</li><li>• Felony involving dishonesty, fraud, or misrepresentation.</li><li>• Felony involving possession or distribution of stolen property.</li><li>• Felony involving aggravated assault.</li><li>• Felony involving bribery.</li><li>• Felony involving illegal possession of a controlled substance punishable by a maximum term of imprisonment of more than 1 year.</li><li>• Violence at international airports; 18 U.S.C. 37.</li><li>• Conspiracy or attempt to commit any of the criminal acts listed in this paragraph (d).</li></ul></td></tr></table>							<ul style="list-style-type: none"><li>• Forgery of certificates, false marking of aircraft, and other aircraft registration violation; 49 U.S.C 46306.</li><li>• Interference with air navigation; 49 U.S.C 46308.</li><li>• Improper transportation of a hazardous material; 49 U.S.C 46312.</li><li>• Aircraft piracy; 49 U.S.C 46502.</li><li>• Interference with flight crew members or flight attendants; 49 U.S.C 46504.</li><li>• Commission of certain crimes aboard aircraft in flight; 49 U.S.C 46506.</li><li>• Carrying a weapon or explosive aboard aircraft; 49 U.S.C 46505.</li><li>• Conveying false information and threats; 49 U.S.C 46507.</li><li>• Aircraft piracy outside the special aircraft jurisdiction of the United States; 49 U.S.C 46502(b)</li><li>• Lighting violations involving transporting controlled substances; 49 U.S.C 46315.</li><li>• Unlawful entry into an aircraft or airport area that serves air carriers or foreign air carriers contrary to established security requirements; 49 U.S.C 46314.</li><li>• Destruction of an aircraft or aircraft facility; 18 U.S.C. 32.</li><li>• Murder.</li><li>• Assault with intent to murder.</li><li>• Espionage.</li><li>• Sedition.</li><li>• Kidnapping or hostage taking.</li><li>• Treason.</li></ul>	<ul style="list-style-type: none"><li>• Rape or aggravated sexual abuse.</li><li>• Unlawful possession, use, sale, distribution, or manufacture of an explosive or weapon.</li><li>• Extortion.</li><li>• Armed or felony unarmed robbery.</li><li>• Distribution of, or intent to distribute, a controlled substance.</li><li>• Felony arson.</li><li>• Felony involving a threat.</li><li>• Felony involving willful destruction of property.</li><li>• Felony involving importation or manufacture of a controlled substance.</li><li>• Felony involving burglary.</li><li>• Felony involving theft.</li><li>• Felony involving dishonesty, fraud, or misrepresentation.</li><li>• Felony involving possession or distribution of stolen property.</li><li>• Felony involving aggravated assault.</li><li>• Felony involving bribery.</li><li>• Felony involving illegal possession of a controlled substance punishable by a maximum term of imprisonment of more than 1 year.</li><li>• Violence at international airports; 18 U.S.C. 37.</li><li>• Conspiracy or attempt to commit any of the criminal acts listed in this paragraph (d).</li></ul>
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<p><b>ALL APPLICANTS MUST MARK EITHER YES OR NO TO THE STATEMENT BELOW.</b> <b>Yes –</b> I have in the last 10 years been convicted, or found not guilty by reason of insanity of any offense above, including convictions that were later dismissed, reduced, or expunged <b>No –</b> I have NOT in the last 10 years been convicted, or found not guilty by reason of insanity of any offense above, including convictions that were later dismissed, reduced, or expunged</p>								
<p><b>NOTE:</b> A copy of the criminal record received from the FBI can be provided to the applicant upon receipt of a written request to the Badging Office, <a href="mailto:avbadging@cltairport.com">avbadging@cltairport.com</a></p>								

## SECTION 4 – PRIVACY ACT NOTICE STATEMENT

Read this section in its entirety.  
Applicant must print, sign and date at the bottom of this section.

### The Privacy Act of 1974 - 5 U.S.C. 552a(e)(3)

#### 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 §134(c)(132 Stat. 3186, Public Law 115-124, 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). If you provide your Social Security Number (SSN), 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 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.

**I acknowledge that I am aware that the collection of information is required for the above reasons and I have received a copy of the DHS Privacy Act Notice.**

Applicant

Printed Name \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

## SECTION 5 – APPLICANT AGREEMENT SECTION

Please read this section in its entirety. Applicant must complete the bottom of this section.

-Prior to issuance of an Airport Security Identification Media the U.S. Department of Transportation (USDOT) and the Transportation Security Administration (TSA) requires that all individuals that request unescorted access to the Air Operations Area (AOA), Security Identification Display Area (SIDA), and/or Sterile Areas must submit to and pass a fingerprint-based Criminal History Records Check (CHRC) and Security Threat Assessment (STA) to be in compliance with 49 CFR 1542. I understand that Federal regulations under 49 CFR Part 1542.209(l) impose a continuing obligation to disclose to CLT within 24 hours if I am convicted or found guilty by reason of insanity of any Disqualifying Criminal Offenses (Section 3) that occur while I have unescorted access authority. **If arrested for any of these offenses I understand that I am responsible for notifying CLT within 24 hours of the arrest.** CLT reserves the right to deny a badge application for any reason. All badges remain the property of the CLT and must be surrendered upon demand or returned to the CLT upon the individual's termination of employment or work assignment at CLT.

-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.) I release CLT from liability whatsoever in connection with the CHRC with regards to my request for the issuance of a security identification badge. By signing below, Applicant certifies that he/she has read, understands, and will comply with the Security Identification Badge Rules and Regulations attached.

-In exchange for driving privileges, if requested by my employer, I certify that my driver's license (DL) is current and valid. I will notify CLT of any suspensions, revocations, or any changes that would affect my ability to drive.

-I acknowledge receipt and have read the "Charlotte Douglas International Airport Security Badge Rules and Regulations" and agree to abide by all applicable Federal, State, local, and CLT rules, regulations, laws, ordinances, and training received.

**Social Security Administration Verification:** "I authorize the Social Security Administration to release my Social Security Number and full name to the Transportation Security Administration, Office of Intelligence and Analysis (OIA), Attention: Aviation Programs (TSA-10)/Aviation Worker Program, 601 South 12 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."

Applicant Full Name \_\_\_\_\_

DATE OF BIRTH (mm/dd/yyyy) \_\_\_\_\_

Applicant Signature \_\_\_\_\_

SOCIAL SECURITY NUMBER \_\_\_\_\_

Prior to completion of this section, the Authorized Signatory must validate information provided by the Applicant in Sections 1-5.

## SECTION 6 – AUTHORIZED SIGNER SECTION

COMPANY APPLICANT WILL BE WORKING FOR:				DEPARTMENT/CONTRACTED FOR:	
APPLICANT IS APPLYING FOR A (Check all that apply)				OCN (Required for 1544 Companies)	
NEW BADGE	RENEWAL	CUSTOMS SEAL	SIDA Badge	Date FP Taken (Required for 1544 Co)	
VERIFIED APPLICANTS CITIZENSHIP & ID'S				Date FP Results Received (1544 Co)	
Yes, I as Authorized Signer have personally verified this badge applicant's acceptable forms of ID's				BILLING AGREEMENT NUMBER	

My signature below certifies: If being submitted under 1544, the applicant received Privacy Act Notice, was advised a CHRC would be conducted, that the CHRC was conducted, and that the applicant is eligible. If being submitted under 1542, I certify that the applicant was advised that CHRC would be conducted and received Privacy Act Notice. I reviewed the information and statements on this application and signed and dated the application ONLY AFTER ALL INFORMATION WAS COMPLETED AND VERIFIED. As an Authorized Signer you attest that for the individual applying for unescorted access to any AOA, SIDA and Sterile Area of the airport:

1. A specific need exists for providing the individual applicant unescorted access authority; and
2. The applicant acknowledges their security responsibilities under 49 CFR 1540.105(a).

AUTHORIZED SIGNER PRINT NAME		AS TRAINING DATE	E-MAIL ADDRESS	PHONE NUMBER
AS SIGNATURE			DATE (Application Expires 30 DAYS From This Date)	

## AIRPORT BADGING OFFICE USE ONLY

PID:	TSCFP:	NOTES:
Officer Initials:	Date:	



# Charlotte Douglas International Airport Security Identification Badge Rules and Regulations

## APPLICANT MUST RETAIN THESE RULES AND REGULATIONS

1. More information on the below rules and regulations, as well as possible penalties for not following them is described in the Security Badge Handbook and Ramp Safety Handbook, that can be accessed at [cltairport.com/operations](http://cltairport.com/operations). The Authorized Signer should also be able to provide you with a copy.
2. CHRC/STA applications and Badge Request forms (CLT security identification badge application) are required for issuance of new or renewal security identification badges. Applicants must read, complete and sign all applicable areas of the application in the presence of their authorized signers before submitting application to the Charlotte Douglas International Airport (CLT) Credentialing office.
3. I agree to comply at all times with the CLT Rules and Regulations, including the provisions of Title 49, CFR, Parts 1540, 1542, and 1544.
4. Once the authorized signer signs and dates the CLT security identification badge application you have 30 days to present the completed application and acceptable forms of identification to the CLT Credentialing office. No faxes or scanned copies of the application or your identification will be accepted.
5. The U.S. Department of Homeland Security (DHS) and the Transportation Security Administration (TSA) requires that all individuals that request unescorted access to the secured areas of the airport must submit to and pass a Security Threat Assessment (STA) and a fingerprint-based Criminal History Records Check (CHRC) every two years or enroll the individual in a continuous vetting program.
6. After notification that an applicant's background has been completed, applicants must obtain their CLT security identification badge within 30 days of that notification. If the badge is not received within the 30 days, the CHRC must be processed again.
7. Individuals applying for unescorted access to the Secured or Sterile areas of the airport must successfully complete the required security training.
8. All applicants must submit proof of identity, citizenship status and/or legal employment status. Acceptable forms of IDs are listed in the USCIS Form I-9 attached. If the applicant was born outside the U.S. and are now a citizen, they must present a current/unexpired U.S. passport, a certified copy of their Certificate of Citizenship, Certificate of Naturalization, or a Certification of Birth from Abroad (form DS 1350, FS-240, or FS-545). These documents will be presented at the time applications and fingerprints are to be completed.
9. All persons in the SIDA, Secured and Sterile Areas, and Air Operations Area (AOA) will be required to display on their persons, at all times, the properly issued CLT security identification badge. The CLT security identification badge will be displayed above waist on the outer garment so as to be clearly visible.
10. It is the responsibility of each CLT security identification badge holder to challenge any individual not displaying their CLT security identification badge while on Airport property and each CLT security identification badge holder is required to produce their CLT security identification badge when challenged, or upon request by TSA, law enforcement, Airport staff or authorized badge holders.  
Challenge procedures are:
  - Approach the un-badged individual in a non-threatening and helpful manner and inquire as to the reasons why the un-badged individual is within the secure area portion of the Airport.
  - When an un-badged individual cannot produce a CLT security identification badge, the individual conducting the challenge must remain with the un-badged person and immediately report this incident to CLT Airport Operations for further investigation.
  - If an authorized individual cannot approach an un-badged person for safety reasons, the authorized individual must keep close surveillance of the un-badged person and immediately contact CLT Airport Operations to report the incident.
  - The 24 hour CLT Airport Operations emergency notification number is 704-359-4012 located on the back of the CLT security identification badge.
11. Each person must enter AOA and SIDA/Secured Area using their issued CLT security identification badge. Multiple persons entering an automated access point on a single entry transaction is PROHIBITED. The only exceptions are doors without card readers, and aircrews using doors with PIN only access. All badge holders shall wait until the door or gate is fully closed before leaving the area, with the exception of field gate 1. At that gate the badge holder must verify that the vehicle has access and has taken control of the gate.
12. If an alarm is activated, the individual must remain in the area and immediately contact CLT Airport Operations and provide resolution to the alarm.
13. Employees traveling as passengers must access the Sterile Area through a TSA screening checkpoint with any accessible property they intend to carry onboard the aircraft and must remain in the sterile area after entering. This requirement applies when traveling for all purposes (business, leisure, etc.) unless exempt by federal regulation. Bypassing screening will result in immediate and permanent revocation of the badge.
14. CLT security identification badge is for official use only and is NOT to be used for personal or off-duty purposes.
15. It is not permissible, under any circumstances, to use another person's CLT security identification badge or keys, or to allow another person to use your CLT security identification badge or keys. Doing so will result in immediate and permanent revocation of the badge.
16. Keys are only issued to individuals that possess valid CLT security identification badges.
17. CLT security identification badges, access keys, and parking placards remain the property of CLT and must be surrendered upon request and/or within 24-hours when it is no longer required for the performance of my duties, termination of employment or work assignment, or the badge holder is no longer associated with a hangar at CLT.

18. All lost, misplaced, or stolen CLT security identification badges or keys must be immediately reported to CLT Credentialing office at 704-359-4010 during normal business hours or to Airport Operations after business hours. Badge fee may be assessed.
19. If a badge holder has lost, misplaced, or forgotten their CLT security identification badge they are not allowed to be escorted or in an area requiring a badge.
20. Failure to return any CLT security identification badges or control access keys will subject you to a fine.
21. Mutilation or alteration of any CLT security identification badges, access keys, and/or parking placards will invalidate these items. They are in no way transferable and may not be duplicated. Doing so will result in immediate and permanent revocation of the badge.
22. If applicant/badge holder is required to operate ANY type of motorized vehicle on the ramp they must have ramp vehicle operations training. This training must be completed prior to the issuance of their initial badge and each time they renew their CLT security identification badge. Applicant/badge holder must present a valid driver's license for verification. If a badge holder's driver license is suspended or expired then their badge will be changed to reflect the removal of ramp driving authorization.
23. CLT security identification badge holders operating motorized equipment on airport property or Ramp/AOA areas will ensure that all vehicle and passenger gates are locked or must be attended at all times. Personnel monitoring gates are responsible to ensure persons utilizing these gates are in compliance with CLT and TSA Regulations, including verification of name(s) against the Stop List. Gate monitors must keep a current Stop List in their possession at all times.
24. CLT security identification badge holders may ONLY escort a person in the AOA, SIDA, Secured, or Sterile area if they are a designated authorized escort. The CLT security identification badge will reflect an approved escort with appropriate endorsement. If an applicant has been denied a badge they will be placed on a stop list and are NOT allowed to be escorted onto airport property where a security badge is required.
25. Escorts must continually maintain visual and audible contact at all times with the persons under escort while in regulated areas, in a manner sufficient to identify whether the escorted individual is engaged in activities other than those for which escorted access was granted. If a problem occurs, contact the CLT Airport Operations for assistance.
26. All CLT security identification badge holders must renew their issued identification security badge before the expiration date which is listed on the front of the badge. The process of renewal may begin up to 60 days prior to the expiration. CLT badge application must be completed each time the badge is renewed. Additionally, if a badge holder requires Customs and Border Protection (CBP) area approval, a separate application must be submitted to CBP via the company's Customs Seal Coordinator, and CBP approval must be received in the Credentialing office prior to issuance of a renewal badge.
27. CLT badge holders who do not renew expired badges 30 days after expiration will need to complete a new badge application and undergo a new STA before a new badge will be issued. Use of an expired badge is a security violation and may result in denial of badge renewal, criminal and/or civil penalties.
28. Badge holders and authorized signers have a continuing obligation under 49 CFR 1542.209(l) to disclose to CLT within 24-hours if a badge holder is arrested or convicted of any disqualifying criminal offense that occurs while they have unescorted access authority.
29. If the CHRC or STA discloses information that would disqualify an individual from receiving or retaining unescorted access authority and the individual believes there may be an error in the CHRC, the individual must notify the ASC within 30 days of their intent to correct any information they believe to be inaccurate. It is the individual's responsibility to correct any areas they believe are not accurate in the CHRC.
30. CLT security identification badge holders or applicants may request a copy of their Federal Bureau of Investigation (FBI) CHRC by providing a written request to the Airport Security Coordinator.
31. CLT reserves the right to refuse or revoke authorization of any individual for CLT security identification badges where such action is determined to be in the best interest of airport security.
32. SCREENING NOTICE: Any employee holding a credential granting access to a Security Identification Display Area may be screened at any time while gaining access to, working in, or leaving a Security Identification Display Area. Individuals accessing or present within the Sterile Area, Secured Area, SIDA, AOA or boarding aircraft are subject to search of their person and accessible property.
33. No information may be released that may compromise the contents of CLT's Airport Security Program, including posting and sharing of such information on social or other media forums.
34. Badge holders must comply with clear bag policy. The policy can be accessed at [cltairport.com/operations](http://cltairport.com/operations).
35. All Badging Rules and Regulations are under continuous review, and subject to revision.
36. Failure to comply with the rules and regulations may result in temporary or permanent revocation of access and/or monetary fines.



## **APPLICANT MUST RETAIN THIS PRIVACY ACT NOTICE**

### **The Privacy Act of 1974 5 U.S.C. 552a(e)(3)**

#### **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 §134(c)(132 Stat. 3186, Public Law 115-124, 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). If you provide your Social Security Number (SSN), 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 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.

## REQUIRED IDENTIFICATION TO ESTABLISH IDENTITY AND CITIZENSHIP STATUS - FROM USCIS Form I-9

ALL applicants **must** submit 1) proof of identity and 2) citizenship status and/or legal employment status. To meet those requirements the following is required;

**1 document from list A is acceptable OR 1 document from list B AND 1 document from list C.** All documents must be original and unexpired.

<p><b>LIST A</b> <b>Documents that Establish Both Identity and Employment Authorization</b></p>	<p><b>LIST B</b> <b>Documents that Establish Identity</b></p>	<p><b>LIST C</b> <b>Documents that Establish Employment Authorization</b></p>
<ol style="list-style-type: none"> <li>1. US Passport or US Passport Card</li> <li>2. Permanent Resident Card or Alien Registration Receipt Card (Form I-551)</li> <li>3. Foreign passport that contains a temporary I-551 stamp or temporary I-551 printed notation on a machine-readable immigrant visa</li> <li>4. Employment Authorization Document that contains a photograph (Form I-766)</li> <li>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 name 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</li> <li>6. Passport from the Federated States of Micronesia (FSM) or the Republic of the Marshall Islands (RMI) with Form I-94 or Form I-94A indicating nonimmigrant admission under the Compact of Free Association Between the United States and the FSM or RMI</li> </ol>	<ol style="list-style-type: none"> <li>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</li> <li>2. ID card issued by federal, state or local government agencies or entities, provided it contains a photograph or information such as name, date of birth, gender, height, eye color and address</li> <li>3. School ID card with a photograph</li> <li>4. Voter's registration card</li> <li>5. US Military card or draft record</li> <li>6. Military dependent's ID card</li> <li>7. US Coast Guard Merchant Mariner card</li> <li>8. Native American tribal document</li> <li>9. Driver's license issued by a Canadian government authority</li> </ol> <p><b>For persons under age 18 who are unable to present a document listed above:</b></p> <ol style="list-style-type: none"> <li>10. School record or report card</li> <li>11. Clinic, doctor, or hospital record</li> <li>12. Day-care or nursery school record</li> </ol>	<ol style="list-style-type: none"> <li>1. Social Security Account Number card other than one that specifies on the face that the issuance of the card does not authorize employment in the United States</li> <li>2. Certification of Birth Abroad issued by the Department of State (Form FS-545)</li> <li>3. Certification of Report of Birth issued by the Department of State (Form DS-1350)</li> <li>4. Original or certified copy of birth certificate issued by a State, county, municipal authority, or territory of the United States bearing an official seal</li> <li>5. Native American tribal document</li> <li>6. US Citizen ID card (Form I-197)</li> <li>7. Identification Card for Use of Resident Citizen in the United States (Form I-179)</li> <li>8. Employment authorization document issued by the Department of Homeland Security</li> </ol>



## **Charlotte Douglas International Airport (CLT) Occupational Safety and Health**

Charlotte Douglas International Airport (CLT) believes sustainable success can be reached through our most valuable resource: People. Our first strategic goal is safety and security. CLT serves approximately 120,000 passengers daily. In order to remain operational, we must ensure that our most valuable resource remains safe.

There is no asset as vital as the people, stakeholders and the public we serve. CLT is committed to an effective safety and health program throughout the Aviation Department. Everyone shares in the responsibility for safety and health, and it will be the effort of all of our partners to provide accountability and resources for this effort to be successful. It is CLT's intent to comply with the Occupational Safety and Health Act (OSHA) of 1970 and all applicable federal, state, and local laws and regulations.

CLT's Safety and Health Management System is built on three keys that demonstrate our dedication to safety and health. These three Safety Keys are: Effective Programming; Education and Training; and 100% Employee Buy-in. These keys are important and we encourage all of you to accept the responsibility for the Safety and Health Management System effectiveness, continual improvement and for providing the safeguards required to ensure safe working conditions.

CLT's focus aligns with what are the most commonly cited OSHA safety hazards listed below as well as confined spaces due to the nature of work at CLT.

- Fall Protection
- Hazard Communication
- Scaffolds
- Respiratory Protection
- Lockout/Tagout
- Powered Industrial Trucks
- Ladders
- Machine Guarding
- Electrical wiring
- Electrical, general requirements
- Confined Spaces

As a CLT business partner, our expectation is that your ownership of safety, at a minimum, aligns with federal, local and state guidelines. Charlotte Douglas International Airport is committed to safety and is available as a resource to you.

To support our commitment to safety we have monthly tenant safety meetings and our site is recognized as a Carolina Public Sector Star.