



Ernest A. Love Field  
**Prescott Municipal Airport**  
**City of Prescott**

6546 Crystal Lane  
Phone: (928) 777-1114

Prescott, AZ 86301  
Fax: (928) 771-5861

TDD: (928) 778-5680

---

### **SIDA CHECKLIST**

- All items as outlined on Airport Security Badging Checklist, if not previously completed.
  - 3<sup>rd</sup> page of Application for Airport Credentials must indicate the appropriate access requested. If not, new application must be completed.

#### ***FINGERPRINTING REQUIRED***

- Completed Fingerprint Application Form
- Completed Fingerprint Release Authorization form if prints to be provided to another individual and/or firm.
- Payment \$41 for fingerprinting due at time of printing
- ELECTRONIC FINGERPRINTS WILL BE TAKEN & SUBMITTED TO FBI & TSA
- Upon receipt of results from both FBI and TSA, by City of Prescott, applicant will be notified with a single telephone call (message) and via email (if provided). Master Lessee Authorized Signatory will be notified via email.
- Applicant will be scheduled for next SIDA class. SIDA class **MUST** be completed within 30 days of receipt of notice of approval from TSA. This is a TSA requirement

#### ***NO FINGERPRINTING REQUIRED***

- Letter from employer certifying results under 49 CFR Part 1542.209 and 1544.29, including case number.
- DATA WILL BE SUBMITTED TO TSA.
- Upon receipt of results from TSA, by City of Prescott, applicant will be notified with a single telephone call (message) and via email (if provided). Master Lessee Authorized Signatory will be notified via email.
- Applicant will be scheduled for next SIDA class. SIDA class **MUST** be completed within 30 days of receipt of notice of approval from TSA. This is a TSA requirement

SIDA Badges expire on individual's birthday in 2010 or later; subsequent certificate expires annually on birthday.



Ernest A. Love Field  
**Prescott Municipal Airport**  
City of Prescott

6546 Crystal Lane  
Phone: (928) 777-1114

Prescott, AZ 86301  
Fax: (928) 771-5861

TDD: (928) 778-5680

---

### AIRPORT SECURITY BADGING CHECKLIST

- ***Application for Airport Credentials Completed***
  - 3<sup>rd</sup> page signed by Master Lessee (i.e. RittAire, Guidance) Authorized Signatory
  - Airport Hangar, Shade, Tiedown & Storage Tenants
    - Only agreement holder will be approved for Badge unless, agreement holder submits in writing, with original authorizing signature (no fax or electronic copies), a list of other individuals who are permitted to access their space, and therefore require an Access Badge.
- ***ORIGINALS*** plus one legible copy of document(s) as listed on page 4
- ***If you are a U.S. Citizen, not born in the United States, you must provide:***
  - ORIGINAL plus one legible copy of US Passport, **OR** Certificate of Naturalization, **OR** Certification of Birth Abroad (Form DS-1350)
- ***If you are not a U.S. Citizen, you must provide:***
  - ORIGINAL plus one legible copy of Permanent Resident Card, **OR** Alien Registration Receipt Card with photograph, **OR** I-94 Arrival/Departure Form
- ***Payment*** for Badge \$20 (cash or check only)
- Once all required information is provided, a photograph will be taken by Airport Administration, and **DATA WILL BE SUBMITTED TO TSA.**
- Upon receipt of results from TSA, applicant will be notified with a single telephone call (message) and via email (if provided). Master Lessee Authorized Signatory will also be notified via email.
- Applicant has 30 days from date of notification to pick-up Airfield Access Badge. If badge has not been picked up within those 30 days, the process must start again. When badge is picked up, and additional training form must be completed.
- Initial badges expire on individuals' first (1<sup>st</sup>) birthday after issuance. Subsequent badges expire every year on birthday.
- Badges can be renewed up to 30 days in advance, charge of \$20.00
- Expired badges (even a single day), require completion of entire process including \$20.00 badge charge.
- If you are employed on the PRC airport, AND, you rent space on the PRC airport, you **MUST** have separate badges for each purpose.
- If you have more than one employer on the PRC airport, you **MUST** have separate badges for each employer.











Ernest A. Love Field  
**Prescott Municipal Airport**  
**City of Prescott**

6546 Crystal Lane  
Phone: (928) 777-1114

Prescott, AZ 86301  
Fax: (928) 771-5861

TDD: (928) 778-5680

---

**FINGERPRINT APPLICATION FORM**

**In accordance with 49 CFR 1542.209:**

I have been advised that City of Prescott Airport (PRC) must collect, control and process one set of legible classifiable fingerprints under the direct supervision of PRC's Security Office.

I understand that if my fingerprints cannot be classifiable, I will be fingerprinted a second time.

I have been advised that if a disqualifying crime has been disclosed, I will have 30 days to notify the Airport Manager in writing of my intention to correct information that is incorrect. If notification to correct record is not made within 30 days, a final decision to deny access will be made.

I have been advised that I will be notified by the PRC ASC of a final decision to grant or deny unescorted access authority.

I have been advised that the PRC Airport Security Coordinator (ASC) is my point of contact if I have questions about the results of the criminal history records check.

I have been advised that a copy of the criminal record received from the FBI will be provided to me, if requested in writing.

I am under a continuing obligation to disclose to PRC within 24 hours if I am convicted of any disqualifying criminal offense that occurs while I have unescorted access authority.

I hereby certify that I have not been convicted, or found guilty by reason of insanity, of any of the listed disqualifying crimes in any jurisdiction during the ten years before the date of my application for unescorted access authority.

**I hereby certify 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 (Section 1001 of Title 10 United States Code).**

\_\_\_\_\_  
Applicant Full – PRINTED Name

\_\_\_\_\_  
Date

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

**I certify that I have not been convicted of any disqualifying criminal offense listed below:**

- 1) Forgery of certificates, false marking of aircraft, and other aircraft registration violations, 49 U.S.C. 46306.
- 2) Interference with air navigation, 49 U.S.C. 46308.
- 3) Improper transportation of a hazardous material, 49 U.S.C. 46312.
- 4) Aircraft piracy, 49 U.S.C. 46502.
- 5) Interference with flight crewmembers or flight attendants, 49 U.S.C. 46504.
- 6) Commission of certain crimes aboard aircraft in flight, 49 U.S.C. 46506.
- 7) Carrying a weapon or explosive aboard aircraft, 49 U.S.C. 46505.
- 8) Conveying false information and threats, 49 U.S.C. 46507.
- 9) Aircraft piracy outside the special aircraft jurisdiction of the United States, 49 U.S.C. 46502(b).
- 10) Lighting violations involving transporting controlled substances, 49 U.S.C. 46315.
- 11) 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.
- 12) Destruction of an aircraft or aircraft facility, 18 U.S.C. 32.
- 13) Murder.
- 14) Assault with intent to murder.
- 15) Espionage.
- 16) Sedition.
- 17) Kidnapping or hostage taking.
- 18) Treason.
- 19) Rape or aggravated sexual abuse.
- 20) Unlawful possession, use, sale, distribution, or manufacture of an explosive or weapon.
- 21) Extortion.
- 22) Armed or felony armed robbery.
- 23) Distribution of, or intent to distribute, a controlled substance.
- 24) Felony arson.
- 25) Felony involving a threat.
- 26) Felony involving –
  - a) Willful destruction of property;
  - b) Importation or manufacture of a controlled substance;
  - c) Burglary;
  - d) Theft;
  - e) Dishonesty, fraud, or misrepresentation;
  - f) Possession or distribution of stolen property;
  - g) Aggravated assault;
  - h) Bribery; or
  - i) Illegal possession of a controlled substance punishable by a maximum term of imprisonment of more than 1 year.
- 27) Violence at international airport, 18 U.S.C. 37.
- 28) Conspiracy or attempt to commit any of the criminal acts listed in this paragraph (d).

**By signing below, I hereby certify that I have not been convicted, or found guilty by reason of insanity, of any of the listed disqualifying crimes in any jurisdiction during the ten years before the date of my application for unescorted access authority.**

\_\_\_\_\_  
Applicant Full – PRINTED Name

\_\_\_\_\_  
Date

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