



# AOA IDENTIFICATION CARD APPLICATION

Santa Maria Public Airport District  
 3217 Terminal Drive  
 Santa Maria, CA 93455  
 (805) 922.1726

NEW  RENEWAL

## Required Fields

LAST NAME: (Print Clearly)		First:	Middle:	List any Aliases used:	Gender: M (Circle) F	Date of Birth:
Country of Birth:	Citizenship:	Alien Registration #: I 94# Visa#		Passport Number: (If Applicable)	Passport Country:	
Home Address:	City:	State:	Zip Code:	Contact phone: ( )	EMPLOYER: (Enter <b>N/A</b> if private hangar tenant)	

(Failure to provide SSN may delay or prevent completion of application. SEE ATTACHMENT A)

Social Security #	Drivers License #	State	Email:
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Aircraft Make	Model	Tail Number	Emergency Contact Name and Telephone:	Hangar/ Tie Down Location
Name of Sponsor:		Sponsor Phone: ( )		
Service/ Delivery Business	Name of Business:		Name and Phone # of Contact Person:	
	Need Access: <b>S M T W Th F S</b>		Address:	

### CONDITIONS FOR CARD HOLDERS -READ CAREFULLY BEFORE SIGNING – (ADDITIONAL INFORMATION ON BACK OF PAGE)

The ID card issued to you is specifically for your personal use. It permits entry to the General Aviation areas of the airport and is based on information provided on this form. **Distribution to other persons is strictly prohibited.** When entering, or exiting the airport, you must wait for the gate to close before leaving. **DO NOT** allow others to enter the airport behind or ahead of you. If you are escorting someone onto the airport, you are responsible for that person and any actions they take on the airport. Any person you escort onto the Airport shall not be engaged in any activity which requires an ID card. While on the airport you and your guests must follow all applicable Federal, State and Local laws, ordinances and regulations. **USE OF THE ID CARD DOES NOT ALLOW ACCESS TO THE RESTRICTED AREAS AROUND THE PASSENGER TERMINAL BUILDING.** Failure to comply may result in your access being revoked and/or criminal or civil penalties. You must advise airport management of any changes to your aircraft location on the airport; your personal contact information; employment at the airport, or sponsorship, immediately. Keep your ID card in your possession at all times while at the airport. It must be presented upon request.

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. If my employer/ sponsor is unavailable, I will return the ID immediately to the Airport Administration Office or Airport Police. I acknowledge that I have received Ramp Driving Instructions and fully understand that this card does not allow access onto the Security Identification Display Area (SIDA) Ramps or Airport Movement Areas.

It is agreed that the card I will be issued to gain access to the Airport is the property of, and shall be immediately returned to, the Santa Maria Airport District upon termination. It is further agreed that the Airport will be notified immediately if the badge is lost, stolen or misplaced. Replacement badges will be charged a lost/stolen fee.

SIGNATURE: (MUST SIGN FRONT AND BACK)	DATE:
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FOR AIRPORT USE ONLY				
Initial		BADGE #	EXPIRATION DATE	RETURN DATE
	Collection			
	Transmit			
	Authorization	RCPT	Received by:	Date:
	Issued			

# PROOF OF A VALID DRIVERS LICENSE IS REQUIRED FOR VEHICLE ACCESS

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## **ID CARD INFORMATION SHEET** **ALL AIRPORT ID CARD APPLICANTS**

- Each tenant will be issued one ID card per person. Additional cards for friends/ family may be issued by special request. NEVER loan your card to anyone. This card is issued solely for your use. The fee for each ID card is payable before a card is issued. You must keep the ID card on your person at all times when at the airport. The ID card must be presented upon request.
- **Applications must be submitted a minimum of five (5) business days prior to the card being issued.**
- All airport issued cards are the property of Santa Maria Public Airport. Therefore, **they must be returned to the Airport Badging Office at the conclusion of your duties on the airport,** or if requested by the Airport or Police.
- By having an Airport Access ID Card, you are entrusted with certain Sensitive Security Information (SSI) such as airport procedures and access codes. This information will not be released without proper authorization.
- **There is a fee if your card is reactivated, lost, stolen, not returned, or if it becomes inoperative due to misuse or abuse.** DO NOT destroy/ modify/ or deface the card. If any ID card is deactivated due to misuse or violation, you will be charged the reactivation fee. All fees are subject to change without notices.
- Obey ALL Posted signs. The Airport Speed Limit is **15 MPH. Always give right of way to aircraft and emergency vehicles.**
- Allow only authorized vehicles into the AOA. An authorized vehicle is someone entering the AOA with a valid access card or Airport issued ID with access privileges. **Pedestrians are not allowed to WALK through vehicle gates.**
- Ensure the gate or door that you pass through closes securely behind you. **KEEP ALL DOORS/GATES CLOSED AND SECURE.**
- Ensure that no one follows you through a door or a gate (piggybacking) unless that person is under your escort. Piggybacking can carry fines up to \$25,000 and loss of airport access.
- You may challenge a person to ensure they have a badge by asking to see it. If a badge cannot be provided, or to report any suspicious activity, please contact the Airport (805 922-1726) or Santa Maria Police (911) immediately.
- In the event of gate failure, please contact the Airport District and remain with the gate until an authorized individual relieves you. Open gates must be attended at all times.
- You have escort privileges. These privileges come with responsibilities. Anyone you are escorting is your responsibility. Do not escort more persons than you can control. Ensure those you are escorting understand that they must remain with you **at all times.**
- The Sponsor requesting issuance of the Airport ID card is responsible for monitoring the use of that card. **The Sponsor is responsible for retrieving the ID cards from terminated personnel and all sponsored personnel, if no longer a tenant or employed at a business on the Airport. Then, immediately return the ID cards to the Airport Badging Office. Once the Sponsor is aware a card is no longer needed they must immediately contact the Airport Badging Office to deactivate/stop list it.**
- You and your Sponsor are responsible for your card. **Report lost or stolen cards to the badging office immediately.**
- Any commercial operator, its officers, agents, employees or clients, and any other individual airport user convicted of violating any security regulation, shall be punished by a fine not to exceed twenty-five thousand dollars (\$25,000) as set forth by the Airport Manager or the Transportation Security Administration.
- In addition, any commercial operator, its officers, agents, employees or clients, and any other individual airport user who violates, fails to conform with, or disregards any rule, requirement, obligation or regulation of the airport may lose the privilege to use the airport, at the discretion of the Airport Manager, for a specific period of time up to and including permanent loss of airport access.
- Violations of any of the above rules can result in the revocation of your ID card, fines, and loss of access to the airport.

### **DRIVING ON THE NON-MOVEMENT AREA - I HEREBY CERTIFY THE FOLLOWING:**

- I have read and understand the Airport Vehicle Rules and Regulations. I will abide by all traffic, parking and security regulations.
- I will maintain current and valid vehicle registration and insurance on Airport property.
- I agree the vehicle will not be parked on Airport property more than 24 hours without prior written authorization
- I authorize the Santa Maria Public Airport District to move my vehicle in the event of an emergency or prevent damage to said vehicle.
- I further understand that the Airport has no liability for loss, theft, or damage to my vehicle while it is on Airport property.

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By signing below, I accept the roles and responsibilities of being issued an airport ID card and will abide by the policies.

Print Applicant Name: \_\_\_\_\_ Hangar #/Company: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

PROOF OF A VALID DRIVERS LICENSE IS REQUIRED FOR VEHICLE ACCESS

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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 110-52, August 3, 2007); and Executive Order 9397, as amended, authorizes the collection of this information.

**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 in 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 the 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:** Furnishing this information (including your SSN) is voluntary; however, if you do not provide your SSN or any other information requested, DHS may be unable to complete your application for a security threat assessment.

Signature: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

SSN and Full Name: \_\_\_\_\_

(Please Print Clearly)

## LISTS OF ACCEPTABLE DOCUMENTS

All documents must be unexpired

LIST A Documents that Establish Both Identity and Employment Authorization	LIST B Documents that Establish Identity	LIST C Documents that Establish Employment Authorization
OR		AND
1. U.S. Passport or U.S. Passport Card	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	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
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	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	2. Certification of Birth Abroad issued by the Department of State (Form FS-545)
4. Employment Authorization Document that contains a photograph (Form I-766)	3. School ID card with a photograph	3. Certification of Report of Birth issued by the Department of State (Form DS-1350)
	4. Voter's registration card	
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	5. U.S. Military card or draft record	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
	6. Military dependent's ID card	
	7. U.S. Coast Guard Merchant Mariner Card	
	8. Native American tribal document	5. Native American tribal document
	9. Driver's license issued by a Canadian government authority	6. U.S. Citizen ID Card (Form I-197)
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	<b>For persons under age 18 who are unable to present a document listed above:</b>	7. Identification Card for Use of Resident Citizen in the United States (Form I-179)
	10. School record or report card	8. Employment authorization document issued by the Department of Homeland Security
	11. Clinic, doctor, or hospital record	
	12. Day-care or nursery school record	

Illustrations of many of these documents appear in Part 8 of the Handbook for Employers (M-274)

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**Please note: Foreign born applicants need additional documentation. Please contact the District office at (805) 922-1726 x 22**