

NEW AND RENEWAL – SIDA BADGE APPLICANTS
(RED, BLUE, GREEN ID BADGE)

APPOINTMENT TYPE(S):

APPLICABILITY/REQUIREMENTS

NEW BADGE APPLICANT	<p>1st Visit: Fingerprinting 2nd Visit: Training</p> <ul style="list-style-type: none"> • SIDA • Signatory* • Driver, Non-Movement Area* <p><i>*If applicable</i></p>	<p><u>Who:</u> New SIDA Badge Applicants fingerprinted at SNA.</p> <p><u>Requirements:</u></p> <ol style="list-style-type: none"> 1. Authorized Signer enrolls, selects the ID Badge type, and privileges for the applicant in IDMS SAFE 2. Authorized Signer schedules a “Fingerprint” appointment for the applicant in IDMS SAFE. <ul style="list-style-type: none"> • 1st Visit = Payment provided. Applicant is fingerprinted, submits two Government-Issued IDs/Documents (Click Here), verifies biographic data, completes CHRC questionnaire. 3. Airline Authorized Signer* send CHRC results e-mail to badgingoffice@ocair.com if fingerprinted by airline or by SNA. *****AFTER CHRC & STA CLEARS***** 4. Authorized Signer schedule required training appointment(s). <ul style="list-style-type: none"> • NOTE: SIDA, Driver*, and Signatory* are all separate appointments in the IDMS SAFE Portal • 2nd Visit = Provide payment. SIDA Training + other ID Badge related training sessions, if applicable. Receive SNA ID Badge.
RENEWAL BADGE APPLICANT	<p>Renewal (Fingerprint) (Only one office visit required)</p> <p><i>*If applicable</i></p>	<p><u>Who:</u> Renewal SIDA Badge Applicants fingerprinted at SNA.</p> <p><u>Requirements:</u></p> <ol style="list-style-type: none"> 1. Authorized Signer receives an e-mail notification 30 days and 15 days prior to an employee’s ID Badge expiring. 2. Airline Authorized Signer* send CHRC results e-mail to badgingoffice@ocair.com when CHRC results received. 3. Authorized Signer access the IDMS SAFE Portal to “Renew” the ID Badge. 4. Authorized Signer Schedule the ID Badge applicant for a “Renewal (Fingerprint)” appointment. 5. Renewal Applicant Appointment: Applicant Provides payment*. Applicant is fingerprinted*, submits two Government-Issued IDs/Documents (Click Here), completes CHRC questionnaire, verifies biographic data, completes Driver, Non-Movement Area* recurrent test. Applicant returns old SNA ID Badge. Receive new SNA ID Badge.

****Changes highlighted in red text****

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Original: 12/24/2020

Revised: 2/15/2021

**ATTACHMENT B1:
REQUIRED APPOINTMENTS FOR ID/ACCESS CONTROL OFFICE VISITS**

OTHER ID/ACCESS CONTROL OFFICE REQUIRED APPOINTMENTS

<u>APPOINTMENT TYPE(S):</u>	<u>APPLICABILITY/REQUIREMENTS</u>
Signatory Training: (New and annual)	<p><u>Who:</u> Authorized Signatories</p> <p><u>Requirements:</u> Schedule an appointment via the IDMS SAFE Portal. New Authorized Signers call 949-252-5250. All Authorized Signatories must complete 1. CHRC, 2. STA, 3. SIDA Training, and 4. Initial and annual Authorized Signatory Training.</p>
Company or Applicant Name Change:	<p><u>Who:</u> ID Badge applicant changing the company name or the applicant's name printed on an existing ID Badge.</p> <p><u>Requirements:</u> Provide payment. Submit two Government-Issued IDs/Documents (Click Here). Return old SNA ID Badge. Receive new SNA ID Badge.</p>
Document Verification:	<p><u>Who:</u> Existing ID Badged individuals needing the following:</p> <ul style="list-style-type: none"> • Adding or removing Privileges to/from an individual's ID Badge to include Driver, Non-Movement Area, Fueller, "E"scort, CBP Seal. • Extending an ID Badge expiration date due to a construction project extension (cannot go past the two year clearance date) • Providing updated work authorization or identification documents. i.e. driver's license, passport, etc. <p><u>Requirements:</u> Provide payment. Submit two Government-Issued IDs/Documents (Click Here). Complete training, if applicable. Return old SNA ID Badge. Receive new SNA ID Badge.</p>
Driver, Non-Movement Area Training: (New)	<p><u>Who:</u> Non-Movement Driver Training for individuals who drive on vehicle service roads and aircraft ramp areas. Does not require FAA Air Traffic Control (ATC) Tower contact.</p> <p><u>Requirements:</u> Schedule an appointment via the IDMS SAFE Portal.</p>
Driver, Movement Area Training: (New and annual)	<p><u>Who:</u> SNA Airport Operations, SNA Airport Maintenance, SNA Project Managers OCFA ARFF, OCFA Eng. 28, OCFA BC, OCSD APS, and FAA Tech. Ops. personnel.</p> <p><u>Requirements:</u> Schedule an appointment by contacting Airport Operations at 949-252-5256. Provide payment for ID Badge, if applicable.</p>
Fueller: (New and every two years)	<p><u>Who:</u> SNA Airport Operations, SNA Airport Maintenance, SNA Project Managers OCFA ARFF, OCFA Eng. 28, OCFA BC, OCSD APS, and FAA Tech. Ops. personnel.</p> <p><u>Requirements:</u> Schedule an appointment by contacting Airport Operations at 949-252-5256. Provide payment for ID Badge, if applicable.</p>

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