

**ATTACHMENT B2:
REQUIRED APPOINTMENTS FOR ID/ACCESS CONTROL OFFICE VISITS**

**NEW AND RENEWAL – AIRLINE SIDA BADGE APPLICANTS
(BLUE ID BADGE)**

EMPLOYEE NOT FINGERPRINTED AT SNA. AIRLINE RECEIVES CHRC RESULTS

APPOINTMENT TYPE(S):

APPLICABILITY/REQUIREMENTS

NEW BADGE APPLICANT	<p>1st Visit: New Badge Applicant 2nd Visit: Training</p> <ul style="list-style-type: none"> • SIDA Training • Signatory* • Driver, Non-Movement Area* <p><i>*If applicable</i></p>	<p><u>Who:</u> Airline employees and contracted airline company employees fingerprinted by the airline and CHRC results received by the airline. <i>In compliance with TSR Part 1542.209, Part 1544.229, and/or Part 1544.230.</i></p> <p><u>Requirements:</u> *****CHRC RESULTS CLEAR*****</p> <ol style="list-style-type: none"> 1. Airline Authorized Signer send CHRC results e-mail to badgingoffice@ocair.com if fingerprinted by airline or by SNA. 2. Authorized Signer enrolls, selects the badge type, and privileges for the ID Badge applicant in IDMS SAFE Portal. 3. Authorized Signer schedules applicant for a “New Badge Applicant Appointment” in the IDMS SAFE Portal. <ul style="list-style-type: none"> • 1st Visit = Payment provided. Applicant submits two Government-Issued IDs/Documents (Click Here), verifies biographic data, completes CHRC questionnaire. STA submitted. <p>*****AFTER STA CLEARS*****</p> <ol style="list-style-type: none"> 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 (No Fingerprint) <i>(Only one office visit required)</i></p> <p><i>*If applicable</i></p>	<p><u>Who:</u> Airline employees and contracted airline company employees fingerprinted by the airline and CHRC results received by the airline.</p> <p><u>Requirements:</u> *****CHRC RESULTS CLEAR*****</p> <ol style="list-style-type: none"> 1. Airline Authorized Signer sends CHRC results e-mail to badgingoffice@ocair.com if fingerprinted by airline or by SNA. 2. Authorized Signer schedules applicant for a “Renewal (No Fingerprint)” appointment in the IDMS SAFE Portal. <ul style="list-style-type: none"> • Office Visit: Payment provided. Applicant submits two Government-Issued IDs/Documents (Click Here). Return old SNA ID Badge. Receive new SNA ID Badge.

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Revised: 2/15/2021

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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, Fueler, "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>
Fueler: (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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