

**NEW AND RENEWAL STERILE AREA BADGE APPLICANTS**  
 (WHITE-STERILE AREA ACCESS ID BADGE)

<b>APPOINTMENT TYPE(S):</b>		<b>APPLICABILITY/REQUIREMENTS</b>
<b>NEW BADGE APPLICANT</b>	1 <sup>st</sup> Visit: Fingerprinting 2 <sup>nd</sup> Visit: New Badge Applicant Appt.  <i>*If applicable</i>	<p><u>Who:</u> New Sterile Area Badge Applicants.</p> <p><u>Requirements:</u></p> <ol style="list-style-type: none"> <li>Authorized Signer <b>enrolls, selects the ID Badge type, and privileges</b> for the applicant in IDMS SAFE</li> <li>Authorized Signer schedules a <b>“Fingerprint”</b> appointment for the applicant in IDMS SAFE.                             <ul style="list-style-type: none"> <li><b>1<sup>st</sup> Visit</b> = Payment provided. Applicant is fingerprinted, submits two Government-Issued IDs/Documents (<a href="#">Click Here</a>), verifies biographic data, completes CHRC questionnaire.                                      *****AFTER CHRC &amp; STA CLEARS*****</li> </ul> </li> <li>Authorized Signer schedules <b>“New Badge Applicant Appointment”</b> <ul style="list-style-type: none"> <li><b>2<sup>nd</sup> Visit</b> = Provide payment. Receive SNA ID Badge.</li> </ul> </li> </ol>
<b>RENEWAL BADGE APPLICANT</b>	Renewal (Fingerprint) (Only one office visit required)  <i>*If applicable</i>	<p><u>Who:</u> Renewal Sterile Area Badge Applicants.</p> <p><u>Requirements:</u></p> <ol style="list-style-type: none"> <li>Authorized Signer receives an <b>e-mail notification 30 days and 15 days prior to an employee’s ID Badge expiring.</b></li> <li><b>Authorized Signer access the IDMS SAFE Portal to “Renew”</b> the ID Badge.</li> <li>Authorized Signer Schedule the ID Badge applicant for a <b>“Renewal (Fingerprint)”</b> appointment.</li> <li><b>Renewal Applicant Appointment:</b> Applicant Provides payment*. Applicant is fingerprinted*, submits two Government-Issued IDs/Documents (<a href="#">Click Here</a>), completes CHRC questionnaire, verifies biographic data. <b>Applicant returns old SNA ID Badge. Receive new SNA ID Badge.</b></li> </ol>

**\*\*CHANGES ARE HIGHLIGHTED IN RED TEXT\*\***

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Original: 12/24/2020

Revised: 2/15/2021

**ATTACHMENT B3:  
REQUIRED APPOINTMENTS FOR ID/ACCESS CONTROL OFFICE VISITS**

**OTHER ID/ACCESS CONTROL OFFICE REQUIRED APPOINTMENTS**

<u><b>APPOINTMENT TYPE(S):</b></u>	<u><b>APPLICABILITY/REQUIREMENTS</b></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 (<a href="#">Click Here</a>). 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"> <li>• Adding or removing Privileges to/from an individual’s ID Badge to include <b>Driver, Non-Movement Area, Fueler, “E”scort, CBP Seal.</b></li> <li>• Extending an ID Badge expiration date due to a construction project extension (cannot go past the two year clearance date)</li> <li>• Providing updated work authorization or identification documents. i.e. driver’s license, passport, etc.</li> </ul> <p><u>Requirements:</u> Provide payment. Submit two Government-Issued IDs/Documents (<a href="#">Click Here</a>). 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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