

**NEW AND RENEWAL – NON-EXEMPT GOVERNMENT BADGE APPLICANTS
CHRC EXEMPT**

(**RED** and **BLUE** ID BADGE)

APPOINTMENT TYPE(S):

APPLICABILITY/REQUIREMENTS

NEW BADGE APPLICANT	<p>1st Visit: New Badge Applicant Appt. 2nd Visit: New Badge Applicant Appt. OR 2nd Visit: Driver, Non-Movement Area Training*</p> <p><i>*If applicable</i></p>	<p><u>Who:</u> FAA, US CBP Agriculture, Non-LEO Federal employees are exempt from completing a Criminal History Records Check (CHRC), but must complete a Security Threat Assessment (STA).</p> <p><u>Requirements:</u></p> <ol style="list-style-type: none"> 1. Authorized Signer enrolls, selects the badge type, and selects privileges for the ID Badge applicant in IDMS SAFE Portal. 2. 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. Submit Agency ID Media. A current, valid state driver’s license is required for the “Driver” privilege. Verifies biographic data. STA submitted. <p>*****AFTER STA CLEARS*****</p> 3. Authorized Signer schedule applicant for a second “New Badge Applicant Appointment.” <ul style="list-style-type: none"> • 2nd Visit = Provide payment. Complete Driver, Non-Movement Area test*. Receive SNA ID Badge.
RENEWAL BADGE APPLICANT	<p>Renewal (No Fingerprint) (Only one office visit required)</p> <p><i>*If applicable</i></p>	<p><u>Who:</u> Non-LEO Federal employees are exempt from completing a Criminal History Records Check (CHRC), but must complete a Security Threat Assessment (STA).</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. Authorized Signer access the IDMS SAFE Portal to “Renew” the ID Badge. 3. Authorized Signer Schedule the ID Badge applicant for a “Renewal (Fingerprint)” appointment. 4. Renewal 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 B5:
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, 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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