

NEW AND RENEWAL – EXEMPT GOVERNMENT EMPLOYEES  
CHRC AND STA EXEMPT

(RED, BLUE, GREEN AND GREY ID BADGE)

**APPOINTMENT TYPE(S):**

**APPLICABILITY/REQUIREMENTS**

<b>NEW BADGE</b>	<ul style="list-style-type: none"> <li>• SIDA Training</li> <li>• Signatory Training*</li> <li>• Driver, Non-Movement Area Training*</li> </ul> <p><i>*If applicable</i></p>	<p><u>Who:</u> US CBP, DHS, TSA, FBI, and OCSD LEO. Individuals who meet the following criteria: Direct employees of a <i>Federal, state, or local government who are TSA or Law Enforcement Officers (LEOs), and, as a condition of employment, was subjected to an employment investigation that included a CHRC [in accordance with TSR Part 1542.209(m)] which disclosed no disqualifying offenses within the previous ten years.</i></p> <p><u>Requirements:</u></p> <ol style="list-style-type: none"> <li>1. <b>Authorized Signer enrolls, selects the badge type, and selects privileges for the individual</b> in IDMS SAFE Portal.</li> <li>2. <b>Authorized Signer schedule the individual for training appointment(s).</b> <ul style="list-style-type: none"> <li>• NOTE: SIDA, Driver*, and Signatory* are all separate appointments in the IDMS SAFE Portal.</li> <li>• <b>Office Visit:</b> Provide payment. Submit <b>one</b> form of ID to validate the individuals identity. A current, valid state driver’s license must be provided for individuals receiving the “Driver” privilege. SIDA Training + other ID Badge related training sessions, if applicable. Receive SNA ID Badge.</li> </ul> </li> </ol>
<b>RENEWAL BADGE</b>	<p>Renewal (No Fingerprint) (<i>Only one office visit required</i>)</p> <p><i>*If applicable</i></p>	<p><u>Who:</u> US CBP, DHS, TSA, FBI, and OCSD LEO</p> <p><u>Requirements:</u></p> <ol style="list-style-type: none"> <li>1. Authorized Signer receives an <b>e-mail notification when an ID Badged individual is expiring in 30 days.</b></li> <li>2. Authorized Signer access the <b>IDMS SAFE Portal to “Renew”</b> the badge.</li> <li>3. <b>Authorized Signer schedule</b> the individual for a “Renewal (No Fingerprint) appointment:             <ul style="list-style-type: none"> <li>• <b>Office Visit</b> = Provide payment. Return old SNA ID Badge. Receive new SNA ID Badge.</li> </ul> </li> </ol>

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Original: 12/24/2020

Revised: 2/03/2021

**ATTACHMENT B6:  
REQUIRED APPOINTMENTS FOR ID/ACCESS CONTROL OFFICE VISITS**

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

<b><u>APPOINTMENT TYPE(S):</u></b>	<b><u>APPLICABILITY/REQUIREMENTS</u></b>
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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