

NEW AND RENEWAL STERILE AREA BADGE APPLICANTS
 (WHITE/ORANGE ID BADGE)

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

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

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Original: 12/24/2020
 Revised: 2/15/2021

**ATTACHMENT B4:
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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