

**Columbus Airport**  
**Access Control Badge Application Procedures**  
**3250 W. Britt David Road**  
**Columbus, Georgia 31909**  
**Phone: 706.323.4041/324.2449. X 1417**  
**Office Hours: Monday – Friday (9:00 AM – 4:00 PM)**  
**AOA/General Aviation Access Control Badges**

- 1. Applicant, including renewals, must submit a Columbus Airport General Aviation (T-Hangar); Identification Access Control Badge Application form completed in its entirety. All Applicants must complete an Security Threat Assessment (STA) except those exempt by TSA Policy.**
- 2. Applications may be submitted to Columbus Airport Public Safety Office, *by appointment only*. Please call airport public safety office at 706.324.2449 x 1417 to schedule.**
- 3. Applicant must read, sign, and have a witness signature on copy of Columbus Airport General Aviation, Access Control Badge application procedures, rules & regulations, and policies.**
- 4. Two (2) forms of identification are required from List Of Acceptable Documents. *Copies are not accepted.***
  - a. Drivers License & Social Security**
  - b. Drivers license & Birth Certificate**
  - c. Passport Only**
- 5. Applicants for Columbus Airport Access Control Badges who are not tenants for the Columbus Airport must have an airport tenant sponsor approved access control badge application.**
- 6. Access control badge applications that are for non-tenants and are sponsored by an airport tenant/company, the sponsoring tenant/company is responsible for actions of the applicant in regards to access control badge operations and actions while on the airport property.**
- 7. Columbus Airport reserves the right to revoke the authorization of individuals with airport access control badges where such action is determined to be in the best interest of airport security.**
- 8. All Columbus Airport Access Control Badges remain property of the Columbus Airport and all tenants authorizing access control to the Columbus Airport are responsible for all badges issued under their respective signature and shall make every effort to retrieve any and all badges from person(s) upon their separation from tenant and/or leaving the area.**
- 9. A. Initial \$40.00 charge for all Columbus Airport Access Control Badges.**
- 10. All Columbus Airport Access Control Badge holders must notify the Columbus Airport Public Safety Office (706.323.4041 or 706.324.2449 x 1417) of the loss or theft of their issued access control badge immediately. In the event of a lost or stolen badge, a \$75.00 charge for First replacement and additional \$50.00 thereafter.**

**Columbus Airport Access Control Badge Procedures, Rules & Regulations, and Policies  
Badge Holders/Tenants/Company Airfield Responsibilities**

- 1. All airport access control badges shall be worn externally above the waist while on airport property with picture and data in plain view. Access badge holders while inside their respective hangars are not required to display badge, but must have badge readily available if challenged or requested by authorized airport personnel. Readily available is to be interpreted as to mean on person, within the hangar area, or immediate vicinity of the hangar.**
- 2. Access control badge applications that are for non-tenants and are sponsored by an airport tenant/company, the sponsoring tenant/company is responsible for actions of the applicant.**
- 3. Columbus Airport Access Control Badges are not transferable between employees and/or tenants. Access Control Badges are not to be used by any other person(s) other than the authorized issued access badge holder.**
- 4. All Columbus Airport Access Control Badges must be surrendered upon termination of airport tenant/company. Sponsoring airport tenants/companies Signatory are responsible for the retrieval of airport access control badges from those person(s) whom they have signed for.**
- 5. As a Columbus Airport Access Badge holder, I understand that when entering and exiting the Columbus Airport that I must position my vehicle at the gate as not to allow another vehicle to enter or exit while gate is opening and/or closing. I will not allow other Columbus Airport Access Badge Holders or any other person(s) to enter the airport while entering and exiting the airport. Allowing another badge holder to enter or exit on your badge swipe is considered “piggy backing” and that is a violation of airport security plan and Transportation Security Administration (TSA) Rules and Regulations.**
- 6. As a Columbus Airport Access Badge Holder, I understand that I may authorize non-access control badge personnel (visitors) onto the airport property under direct escort of badge holder. That multi-car access by an authorized airport access control badge holder is authorized, but gate operations are the responsibility of the badge holder. Direct escort is defined as vehicle escort only and the vehicle must be within sight and limited to proceed only to the authorized badge holder’s hangar.**
- 7. Non-Access Control Badge personnel (visitors) allowed on the airport property by an authorized airport access control badge holder must be under escort of the authorized badge holder at all times. Under escort is defined as being with normal voice command.**
- 8. All vehicular traffic on airport property shall be governed by all rules, regulations, ordinances, and law in effect at the airport and as provided for in the Code of the Consolidated Government of Columbus, Georgia or any other rules & regulations of agency having jurisdictions over such issues.**

**Columbus Airport Access Control Badge Procedures, Rules & Regulations, and Policies  
Badge Holders/Tenants/Company Airfield Responsibilities....(Continued)**

- 9. Vehicular traffic is restricted to the most direct route from the access control gate(s) to badge holder's T-Hangar/Hangar.**
- 10. No vehicular traffic movement is allowed on the Columbus Airport AOA without direct approval of the Airport Director or designate.**
- 11. All authorized company vehicles and/or equipment operating in the aircraft movement area will be equipped with a two-way radio or escorted by a vehicle or authorized personnel, so equipped.**
- 12. Pedestrians and Aircraft have the right of way over all other traffic.**
- 13. All vehicles will pass to the rear of taxing aircraft and shall pass no closer than twenty (20) feet from any wing, tail, or nose of a parked aircraft. Ground vehicles will not overtake aircraft that are moving.**
- 14. Privately owned vehicles are not authorized in the aircraft movement area, even if they are equipped with two-way ground control radio.**
- 15. Vehicles will not be operated in a reckless or negligent manner, or in excess of 15 miles per hour on the ramp, apron, aircraft parking areas, and hangar areas.**
- 16. Only person(s) having a valid state issued driver's license may operate any motorized unit (vehicle, motorcycle, scooter, golf cart, and etc. on airport property.**
- 17. As an authorized access control badge holder I understand that if I observe someone on or entering airport property without an airport access control badge that I will challenge them for identification. If unable to obtain identification and/or control the subject(s), I will notify the airport public safety office immediately (706.323.4041/706 393.8183) and will maintain visual contact with subject(s) until public safety officer arrives. I understand that at no time am I to place myself in danger in challenging an unknown subject on airport property.**
- 18. All Columbus Airport Access Control Badge holders if found in violation of airport procedures, rules & regulations, and policies are subject to corrective action by the airport. Corrective actions to include, but not limited to, requiring retraining, suspension of access to the airport for a period of time, and/or revocation of access control badge.**

**I hereby certify that I have read and understand the above policies, regulations governing the issuance of Columbus Airport Access Control Badges and that I comply with those regulations. The information I have provided is true, complete, and correct to the best of my knowledge and belief and is provided in good faith. I understand that a knowing and willful false statement can be punished by fine or imprisonment or both. (See Section 1001 of Title 18 of the United States Code.**

**I authorize the Social Security Administration to release my Social Security Number and full name to the Transportation Security Administration, Office of Transportation Threat Assessment and Credentialing (TTAC), Attention: Aviation Programs (TSA-19)/Aviation Worker Program, 601 South 12<sup>th</sup> Street, Arlington, VA 20598.**

**I am the individual to whom the information applies and want this information released to verify that my SSN is correct. I know that if I make any representation that I know is false to obtain information from Social Security records, I could be punished by a fine or imprisonment or both.**

\_\_\_\_\_  
**Applicant's Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Witness/Public Safety Officer**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Full Name**

\_\_\_\_\_  
**Social Security**

\_\_\_\_\_  
**Date of Birth**

## **Privacy Act Notice**

Authority: 49 U.S.C. Section 114, **44936** authorizes the collection of this information.

**Purpose:** The Department of Homeland Security (DHS) will use the biographical information to conduct a security threat assessment and will forward any fingerprint information to the Federal Bureau of Investigation to conduct a criminal history records check of individuals who are applying for, or who hold, an airport-issued identification media or who are applying to become a Trusted Agent of the airport operator. DHS will also transmit the fingerprints for enrollment into the US-VISIT's Automated Biometrics Identification System (IDENT). If you provide your Social Security Number (SSN), DHS may provide your name and SSN to the Social Security Administration (SSA) to compare that information against SSA's records to ensure the validity of your name and SSN.

**Routine Uses:** This information may be shared with third parties during the course of a security threat assessment, employment investigation, or adjudication of a waiver or appeal request to the extent necessary to obtain information pertinent to the assessment, investigation, or adjudication of your application or in accordance with the routine uses identified in the Transportation Security Threat Assessment System (T-STAS), DHS/TSA 002

**Disclosure:** Furnishing this information (including your SSN) is voluntary; however, if you do not provide your SSN and any other information requested, DHS may be unable to complete your application for identification media.

**Columbus Airport  
Access Control Badge Application**

**BADGE TYPE APPLIED FOR (CHECK ONE ONLY)**

SIDA     AOA/ GENERAL AVIATION

**Personal Information**

**BADGE#** \_\_\_\_\_ **APPLICATION DATE** \_\_\_\_/\_\_\_\_/\_\_\_\_

**SSN** \_\_\_\_\_ **NICK NAMES/ALIAS/MAIDEN NAME** \_\_\_\_\_

**LAST NAME** \_\_\_\_\_ **FIRST NAME** \_\_\_\_\_ **MI** \_\_\_\_\_

**HOME ADDRESS** \_\_\_\_\_

**CITY** \_\_\_\_\_ **STATE** \_\_\_\_\_ **ZIP CODE** \_\_\_\_\_

**PLACE OF EMPLOYMENT** \_\_\_\_\_ **EMPL. CONTACT** \_\_\_\_\_

**EMPLYMT ADDRSS.** \_\_\_\_\_ **CITY** \_\_\_\_\_ **ZIP** \_\_\_\_\_

**HOME PHONE ( )** \_\_\_\_\_ **WORK ( )** \_\_\_\_\_

**EMAIL ADDRESS** \_\_\_\_\_

**DOB** \_\_\_\_\_ **POB** \_\_\_\_\_ **SEX** \_\_\_\_\_ **RACE** \_\_\_\_\_

**HEIGHT** \_\_\_\_\_ **WEIGHT** \_\_\_\_\_ **HAIR COLOR** \_\_\_\_\_ **EYE COLOR** \_\_\_\_\_

**DRIVER LIC#** \_\_\_\_\_ **STATE ISSUED** \_\_\_\_\_

**CITIZENSHIP (COUNTRY CODE)** \_\_\_\_\_

**ALIEN REGISTRATION NUMBER (IF APPLICABLE)** \_\_\_\_\_

**I-94 ARRIVAL/DEPARTURE FORM NUMBER (IF APPLICABLE)** \_\_\_\_\_

**NON-IMMIGRANT VISA NUMBER (IF APPLICABLE)** \_\_\_\_\_

**PASSPORT COUNTRY** \_\_\_\_\_ **PASSPORT #** \_\_\_\_\_

**CERT. OF BIRTH AROAD, FORM DS-1350 (IF APPLICABLE)** \_\_\_\_\_

**VEH. LIC. PLATE #** \_\_\_\_\_ **STATE** \_\_\_\_\_ **VEH. DESC.** \_\_\_\_\_

**EMERG. CONTACT** \_\_\_\_\_ **TEL#( )** \_\_\_\_\_

# Columbus Airport Tenant Information

HANGAR# \_\_\_\_\_  TIE DOWN  CORP. HANGAR

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: (\_\_\_\_) \_\_\_\_\_ 24 Hr Phone: (\_\_\_\_) \_\_\_\_\_

Company /Tenant Signatory: \_\_\_\_\_

Authorized By Company/Tenant Signatory: \_\_\_\_\_

Today's Date \_\_\_\_\_

(Authorizing Signature)

I, (Columbus Airport Signatory) hereby authorize the issuance of an airport access control badge to the above listed person and acknowledge responsibility for access control badge holder's actions while on airport property.

**(Official Use Only)**

Access Name: \_\_\_\_\_ Badge Color: \_\_\_\_\_

Badge Active Date: \_\_\_\_\_ Badge Expiration Date \_\_\_\_\_

Date STA Approved: \_\_\_\_\_

Airport Code: **(CSG)**      Airport Category: **(III)**

**SIDA**     **AOA/General Aviation**

APPROVED \_\_\_\_\_  
**Security Coordinator**

DATE \_\_\_\_\_

ISSUED BY \_\_\_\_\_  
**Signature**

DATE \_\_\_\_\_



