



# L.G. Hanscom Field SIDA Identification Badge Process

The ID badge process entails several steps; the application completion and submission, a fingerprint scan with a Criminal History Record Check (CHRC) performed by the Massachusetts State Police, Security (SIDA) Training, and ID badge creation. The mandatory security training will explain the Hanscom SIDA Badge program and should answer any questions you may have.

Please perform the following:

**Step 1** – Complete the enclosed two page application (please type or print legibly). Have your Security Badge Coordinator fill in Section 1 of the application. Contact Massport if you are unsure of whom your badge coordinator is. Submit a check or credit card (Visa/MC) payment for \$81, payable to the Massachusetts Port Authority, for each applicant. Application fees are non-refundable and are subject to change at any time at the sole discretion of the Members of the Authority.

**Step 2** – Attach to application a photocopy of two forms of identification\*. If you are not a US citizen, you must also provide a photocopy of documents showing lawful entry into the United States. Acceptable forms of these documents include, but are not limited to: Resident alien card, US Visa, employment or work authorization.

**Step 3** – After submitting the application, wait at least one full week from the submittal day, then visit the State Police office on the first floor of the Civil Air Terminal for fingerprinting. The State Police office hours are Tuesday from 10:00 AM – 1:00 PM, and Thursday 10:00 AM – 1:00 PM.

Alternatively, there are fingerprinting hours on alternating Tuesday evenings, 5:00 PM to 8:00PM. Please contact the badge office for a list of Tuesday evening dates.

Applicants must present two forms of valid identification to the State Police officer\*.

**Step 4** – After completing the State Police fingerprinting, wait at least one full week and call the Massport Badge Office at 781-869-8020 to schedule interactive computer based SIDA training. The badge office is located on the third floor of the Civil Air Terminal, in room 306. **Hours for training are 0900-1600 Wednesdays and Thursdays.**

**A reservation for training is required. Your background check must be approved by the State Police PRIOR to training.**

**Step 5** – After your training is complete your ID will be issued. Applicants must present the SAME two forms of valid identification\* in order to receive a SIDA badge.

**It is imperative that you complete this application process in a timely fashion. Applications older than 60 days will be void and you will be required to resubmit another application and fee.**

If you have any questions on the SIDA Badge process, please contact our office at 781-869-8020.

\*Valid identification is described as a TSA approved government issued ID. Refer to TSA's "List of Acceptable documents" attached to this document.

## List of Acceptable Documents

Please submit photocopies of identification in the following manner:

One ID each from List A and List B

OR

One ID each from List B and List C

### List A

### List B

### List C

Documents that Establish  
Both Identity and  
Employment Eligibility

1. U.S. Passport (unexpired or expired)
2. Certificate of U.S. Citizenship (USCIS Form N-560 or N-561)
3. Certificate of Naturalization (USCIS Form N-550 or N-570)
4. Unexpired foreign passport, with I-551 stamp or attached Form I-94 indicating unexpired employment authorization
5. Permanent Resident Card or Alien Registration Receipt Card with photograph (USCIS Form I-151 or I-551)
6. Unexpired Temporary Resident Card (USCIS Form I-688)
7. Unexpired Employment Authorization Card (USCIS Form I-688A)
8. Unexpired Reentry Permit (USCIS Form I-327)
9. Unexpired Refugee Travel Document (USCIS Form I-571)
10. Unexpired Employment Authorization Document issued by USCIS that contains a photograph (USCIS Form I-688B) **or USCIS Form I-766**

Documents that Establish  
Identity

1. Driver's license or ID card issued by a State or outlying possession of the United States provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address
  2. ID card issued by Federal, State, or local government agency or entity provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address
  3. School ID card with a photograph
  4. Voter's registration card
  5. U.S. Military card or draft record
  6. Military dependent's ID card
  7. U.S. Coast Guard Merchant Mariner Card
  8. Native American tribal document
  9. Driver's license issued by a Canadian government authority
- For persons under the age of 18 who are unable to present a document listed above
1. School record or report card
  2. Clinic, doctor, or hospital record
  3. Day-care or nursery school record

Documents that Establish  
Employment Eligibility

1. Social Security card issued by the Social Security Administration (other than a card stating it is not valid for employment)
2. Certification of Birth Abroad Issued by the Department of State (Form FS-545 or Form DS-1350)
3. Original or certified copy of a birth certificate issued by a State, county, municipal authority, or outlying possession of the United States bearing an official seal
4. Native American tribal document
5. U.S. Citizen ID Card (USCIS Form I-197)
6. ID Card for use of Resident Citizen in the United States (USCIS Form I-179)
7. Unexpired employment authorization document issued by USCIS (other than those listed under List A)



L.G. HANSCOM FIELD AVIATION SECURITY DEPARTMENT

SECURITY BADGE APPLICATION

This Application Must be Typed or Printed (Legibly) in Black or Blue Ink

SECTION 1 – To Be Completed By Security Badge Coordinator or Massport Official

Applicant's Access & I.D. Requirement:

- Requires airside access in the Security Identification Display Area (any airside area other than the Secured Area)
Requires access to the Secured Area

Access to which primary ramp area is necessary for the applicant's job function or aviation related activity?

- West Ramp (WR) East Ramp (ER) Secured Area (SA) No Ramp Access

Will the applicant's job require the operation of an aerodrome-licensed vehicle on ramp areas? No Yes

Will the applicant's job require the operation of an aerodrome-licensed vehicle on Runways or Taxiways? No Yes

Sponsor's Security Badge Coordinator's Name:

Signature: Date:

Company: Phone:

SECTION 2 – To Be Completed Only By Applicant

Name: Last First Middle

Home Address: Street City State Zip Code

Phone (Home): Phone (Work):

Phone (Cell): E-Mail:

Date of Birth: (Mo/Day/Yr) Country of Birth: State of Birth (US born only): Country of Citizenship:

Driver's License #: State: Class: Expiration: No Driver's License

Sex: Male Female Height (in.): Weight (lbs.): Eye Color: Hair Color:

Employer: Position:

Employer Address: Street City State Zip Code

Aircraft parking location (include tiedown or t-hangar # if applicable): Aircraft N-number:

Are you a US Citizen? Yes No If No, list applicable USINS information below, and attach copies of authorizing documents:

US VISA # Resident Alien # Exp. Date:

Have you ever been issued a Security Badge at any other Massport facility? No Yes, Facility: Badge #

The information I have provided on this application is true, complete, and correct to the best of my knowledge and is provided in good faith. I understand that a knowing and willful false statement on this application can be punished by fine or imprisonment or both and automatic denial or revocation of unescorted access privileges.

Signature: Date:

SECTION 3 – Training and Badging– To Be Completed By Massport Operations & Badging

SIDA Training

Date SIDA Training was completed: SIDA Trainer (printed name):

Driver Training

Date Driver Training was completed: Driver Trainer (printed name):

Written Driver's Test: Pass Fail Call sign: Date and Examiner of Check Ride:

Unescorted Access Granted/Denied (circle one) Signature Date:

Signature of ASC or Alternate ASC

Date of Badge Issuance: Issued Badge Number:

Payment Amount: Check Number: Date: Initials:

Credit Card Type:



**L.G. HANSCOM FIELD  
AIRPORT MANAGEMENT DEPARTMENT  
APPLICATION FOR:  
FBI FINGERPRINT CRIMINAL HISTORY RECORDS CHECK (CHRC)**

**Notice to Applicant**

In accordance with 49 CFR 1542, unescorted access privileges to the Security Identification Display Area and Secured Area of Hanscom Field require the satisfactory completion of a fingerprint-based criminal history records check (CHRC). Criminal history records results are kept confidential and used only for determining the disposition of this application for unescorted access authority. Copies of the results of criminal history records checks will be provided upon written request by the applicant. If, after being advised that the results of your CHRC disqualify you from being approved unescorted access authority, you have 30 days to correct your record by contacting the agency that reported the disqualifying conviction or arrest, and you must advise the Airport Security Coordinator in writing of your intent to correct said records. The Airport Security Coordinator is your point of contact if you have any questions about the results of the CHRC.

**SECTION 1 – To Be Completed Only By Applicant:**

**Arrests, Convictions and The FBI Fingerprint-Based Criminal History Records Check**

Have you been in any jurisdiction in the past 10 years,

- Arrested for any crime?  No  Yes
- Summoned for any crime?  No  Yes
- Indicted for any crime?  No  Yes
- Convicted for any crime?  No  Yes

If you answered "Yes" to any of the questions above, please provide a brief description of each such event: \_\_\_\_\_

In accordance with 49 CFR 1542.209, unescorted access authority will be denied if the FBI fingerprint CHRC reveals you have been arrested, convicted, or found not guilty by reason of insanity for any of the following crimes, in any jurisdiction, during the past ten years:

- |   |   |
|---|---|
| Forgery of certificates, false marking of aircraft, and other aircraft registration violation   | Rape or aggravated sexual abuse                                       |
| Unlawful possession, use, sale, distribution, or manufacture of an explosive or weapon  | Interference with air navigation                                      |
| Extortion   | Aircraft piracy   |
| Interference with flight crewmembers or flight attendants   | Improper transportation of a hazardous material                       |
| Commission of certain crimes aboard aircraft in flight  | Armed or felony unarmed robbery                                       |
| Carrying a weapon or explosive aboard aircraft  | Distribution of, or intent to distribute, a controlled substance      |
| Conveying false information and threats   | Felony arson  |
| Aircraft piracy outside the special aircraft jurisdiction of the United States  | Felony involving a threat   |
| Lighting violations involving transportation of controlled substances   | Felony involving willful destruction of property                      |
| Unlawful entry into a aircraft or airport area that serves air carriers or foreign air carriers contrary to established security requirements | Felony involving importation or manufacture of a controlled substance |
| Felony involving dishonesty, fraud, or misrepresentation  | Felony involving burglary   |
| Felony involving possession or distribution of stolen property  | Felony involving theft  |
| Felony involving aggravated assault   | Destruction of an aircraft or aircraft facility                       |
| Felony involving bribery  | Murder  |
| Kidnapping or hostage taking  | Assault with intent to murder   |
| Felony involving illegal possession of a controlled substance punishable by a maximum term of imprisonment of more than 1 year                | Espionage   |
|   | Sedition  |
|   | Violence at international airports                                    |
|   | Treason   |
|   | Conspiracy or attempt to commit any of the criminal acts listed here  |

Note: Convictions or arrests for offenses other than those listed above may or may not automatically result in disqualification. HOWEVER, FAILURE TO DISCLOSE A CONVICTION OR AN ARREST FOR ANY OFFENSE WILL RESULT IN DISQUALIFICATION.

I understand and acknowledge that once granted unescorted access privileges, Federal regulations require me to disclose to the Airport Operator (Massport), within 24 hours, an arrest for or conviction of any of the crimes described in 49 CFR 1542.209. Additionally, in the event of a conviction for a crime listed in 49 CFR 1542.209, I shall surrender to Massport the SIDA access medium issued to me within 24 hours of such conviction.

The information I have provided on this application is true, complete, and correct to the best of my knowledge and is provided in good faith. I understand that a knowing and willful false statement on this application can be punished by fine or imprisonment or both and automatic denial or revocation of unescorted access privileges.

I hereby authorize the Massachusetts Port Authority to obtain and submit my fingerprints for the purpose of conducting a fingerprint-based criminal history records check (CHRC). This CHRC is for the sole purpose of determining approval for unescorted access authority into the SIDA and/or Secured Area of Hanscom Field. I understand that a copy of this record will be provided to me upon my written request.

Applicant's Name: (Printed) \_\_\_\_\_ Social Security No: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_

**SECTION 2 –To Be Completed By State Police / Massport**

Two forms of identification presented: 1. Type and Document Number (if applicable): \_\_\_\_\_  
2. Type and Document Number (if applicable): \_\_\_\_\_

Is individual exempt from fingerprinting under TSA 1542.209 or no SIDA access?  No  Yes

Date fingerprints were taken and submitted to FBI: \_\_\_\_\_ FBI fingerprint case/file number: \_\_\_\_\_

Description of Results:  Results disclosed a disqualifying crime  Results did not disclose disqualifying crime