

# Pueblo Memorial Airport AOA Badge Application

## FOR OFFICE USE ONLY

BADGE #	
ISSUED	
EXPIRES	
GATES	
MOVEMENT	YES / NO
STA	

**Notice: Present this form along with two (2) original forms of valid identification (refer to the I-9 List of Acceptable Documents). Type or print legibly in blue or black ink. Complete all sections. Photocopies and incomplete applications will not be accepted. If you have questions or need to schedule a badging appointment, call Airport Administration at 719-553-2760.**

**Section A - Application Type (Circle):**    **New**    **Renewal**

### Section B - Applicant Information

Legal Last Name:		Legal First Name:		Legal Middle Name:	
Home Address:			City/State:		Zip:
Primary Phone:		Alternate Phone:		Email Address:	
Date of Birth:	Gender:	Driver's License (State/Number):		Company or Hangar:	
Aircraft Type & Tail Number:			Hangar Location/Number:		

### Section C - Non-US Citizens (Complete only if applicable)

Alien Registration Number:	I-94 Form Number:	Non-Immigrant Visa Number:
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### Section D - Badge Holder Agreement

I, the undersigned, acknowledge that the information I have provided is true, complete, and correct to the best of my knowledge and belief and is provided in good faith. Misrepresentations, omissions, falsification, or violation of any rule/regulation of the Transportation Security Administration or Pueblo Memorial Airport is sufficient grounds for the immediate termination and revocation of the Pueblo Memorial Airport Access Badge.

As a condition of holding an access badge to the Pueblo Memorial Airport, I agree to abide by the Airport Badge Holder Rules and Regulations and all applicable ordinances contained within the Pueblo Municipal Code, as exists, or may be amended from time to time. Furthermore, I understand that the Pueblo Memorial Airport is regulated by the Federal Aviation Administration and Transportation Security Administration and I agree to follow all training, processes, and procedures set forth by these agencies. I agree the badge must be returned once I no longer have a valid and verifiable need for its possession. If I do not return the badge, an unreturned badge fee will be paid in accordance with the Pueblo Municipal Code Sec. 3-1-9.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

### Section E - Training (Initial one)

I have completed training, proof of which is on file: \_\_\_\_\_ I request training again: \_\_\_\_\_

### Section F - Authorization for Badge (To be completed by Airport Tenant or Employer)

I certify that I have reviewed this application for accuracy and verified the badging need of the applicant within the Air Operations Area according to the rights established by the badge type and training received. By signing this document, I hereby acknowledge that I am the holder of a current contract requiring access to the Pueblo Memorial Airport. I hereby agree that I, as the applicant's sponsor, will timely pay for all fees and charges related to the issuance of a badge to the applicant. I specifically agree that if this badge is not returned after the badge's expiration or upon termination of the badging need, I, as the badge holder's sponsor, will timely pay the non-returned badge fee in accordance with Pueblo Municipal Code Section 3-1-9. I understand that, as sponsor, I am responsible for such charges and fees as a material condition to the Airport's issuance of the badge, and that without such an agreement, the Airport would not issue a badge to the applicant. I agree to assist with any security related issues with the badge holder, to the extent possible. I also attest that the applicant has a need to access my leasehold.

Print Name: \_\_\_\_\_ Title: \_\_\_\_\_ Company: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_ Phone #: \_\_\_\_\_

Revised APRIL 2021

**Pueblo Memorial Airport Air Operations Area Rules and Regulations**

As a holder of a Pueblo Memorial Airport Access Badge, with the risk of losing access privileges, I agree to the following:

1. I will not let anyone else use my badge.
2. My badge is the property of the City of Pueblo and must be returned within 10 business days when I no longer have a need to possess a badge. Unreturned badges will incur a fee under Pueblo Municipal Code.
3. Lost or stolen badges must be reported immediately.
4. I will safeguard my badge against loss or theft.
5. I will ensure that all gates and doors that require a badge, cipher or key, close and lock after access. I will call Airport Operations and stay with the door or gate if it will not secure.
6. My badge will always be readily available for presentation while I am within the Air Operations Area (AOA) of the Pueblo Memorial Airport. I agree to present my badge when asked.
7. Access to the Sterile Area is limited to Sterile Area Access Badge holders or by escort only. Badges must always be displayed in the Sterile Area.
8. Badges must not be mutilated, altered, or tampered. Damaged badges should be returned to Airport Administration.
9. I agree to challenge anyone not displaying a badge within the Airport Operations Area to prevent unauthorized people from accessing the AOA. The Airport Operations Department must be contacted if a person cannot present their badge.
10. I agree to keep all parties escorted by me in line of sight until they are escorted out of the Airport Operations Area.
11. Access badge holders agree to proceed through vehicle gates one at a time.

**By Signing below, I agree to follow all the rules and regulations above.**

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

**Department of Aviation Use Only**

Badge Type: Sterile

Movement Area Privileges: Y / N

Gate Access: Y / N      Key Issued: Y / N

Badge No.: \_\_\_\_\_ Expires: \_\_\_\_\_

Issued/Renewed: \_\_\_\_\_

TRAINING DATES	
GA Access:	_____
Sterile:	_____
Movement Area:	_____
Non-Movement Area:	_____

Application Received by: \_\_\_\_\_

Application Approved by: \_\_\_\_\_

Date Returned/Revoked: \_\_\_\_\_ Reason: \_\_\_\_\_

Lost/Stolen: \_\_\_\_\_

Billed <input type="checkbox"/> Master List <input type="checkbox"/>
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## LISTS OF ACCEPTABLE DOCUMENTS

### All documents must be ORIGINAL & UNEXPIRED

Applicant must present a document from list A or both B & C. If applicant was born outside the United States, see below for additional instructions. \*\*

LIST A Documents that Establish Both Identity and Employment Authorization	LIST B Documents that Establish Identity	LIST C Documents that Establish Employment Authorization
<b>OR</b>	<b>AND</b>	
<ol style="list-style-type: none"> <li>1. U.S. Passport or U.S. Passport Card</li> <li>2. Permanent Resident Card or Alien Registration Receipt Card (Form I-551)</li> <li>3. Foreign passport that contains a temporary I-551 stamp or temporary I-551 printed notation on a machine-readable immigrant visa</li> <li>4. Employment Authorization Document that contains a photograph (Form I-766)</li> <li>5. For a nonimmigrant alien authorized to work for a specific employer because of his or her status:               <ol style="list-style-type: none"> <li>a. Foreign passport; and</li> <li>b. Form I-94 or Form I-94A that has the following:                   <ol style="list-style-type: none"> <li>(1) The same name as the passport; and</li> <li>(2) An endorsement of the alien's nonimmigrant status as long as that period of endorsement has not yet expired and the proposed employment is not in conflict with any restrictions or limitations identified on the form.</li> </ol> </li> </ol> </li> <li>6. Passport from the Federated States of Micronesia (FSM) or the Republic of the Marshall Islands (RMI) with Form I-94 or Form I-94A indicating nonimmigrant admission under the Compact of Free Association Between the United States and the FSM or RMI</li> </ol>	<ol style="list-style-type: none"> <li>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</li> <li>2. ID card issued by federal, state or local government agencies or entities, provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address</li> <li>3. School ID card with a photograph</li> <li>4. Voter's registration card</li> <li>5. U.S. Military card or draft record</li> <li>6. Military dependent's ID card</li> <li>7. U.S. Coast Guard Merchant Mariner Card</li> <li>8. Native American tribal document</li> <li>9. Driver's license issued by a Canadian government authority</li> <li style="text-align: center;"><b>For persons under age 18 who are unable to present a document listed above:</b></li> <li>10. School record or report card</li> <li>11. Clinic, doctor, or hospital record</li> <li>12. Day-care or nursery school record</li> </ol>	<ol style="list-style-type: none"> <li>1. A Social Security Account Number card, unless the card includes one of the following restrictions:               <ol style="list-style-type: none"> <li>(1) NOT VALID FOR EMPLOYMENT</li> <li>(2) VALID FOR WORK ONLY WITH INS AUTHORIZATION</li> <li>(3) VALID FOR WORK ONLY WITH DHS AUTHORIZATION</li> </ol> </li> <li>2. Certification of Birth Abroad issued by the Department of State (Form FS-545)</li> <li>3. Certification of Report of Birth issued by the Department of State (Form DS-1350)</li> <li>4. Original or certified copy of birth certificate issued by a State, county, municipal authority, or territory of the United States bearing an official seal</li> <li>5. Native American tribal document</li> <li>6. U.S. Citizen ID Card (Form I-197)</li> <li>7. Identification Card for Use of Resident Citizen in the United States (Form I-179)</li> <li>8. Employment authorization document issued by the Department of Homeland Security</li> </ol>

**\*\*If you were born outside of the United States, you must also provide one of the following numbers or documents: (1) Alien Registration #; (2) I-94 Form #; (3) Non-Immigrant Visa #; (4) US Passport #; (5) Certification of Naturalization #; (6) Certification of Citizenship #; or (7) Certification of Born Abroad (DS-1350, FS-545 or FS-240).**

## INSTRUCTIONS TO SIGN UP FOR AAAE TRAINING

All employees, tenants and contractors who have access to the Pueblo Memorial Airport are eligible to use this ANTN Digicast subscription. Training is free and a user account enables you to save a training history for future use.

To set up a user account:

Go to [www.antndigicast.com](http://www.antndigicast.com)

1. Select “Create Account” to set up your account link. The user ID is limited to ten characters.
2. Fill out the entire form. All fields are required. The Airport/Org ID code is PUB.
3. Click “Register” and wait to receive an activation link at the email address you provided.
4. Click the activation link in the e-mail. Note: If you do not receive an e-mail within 30 minutes, please contact [digicastsupport@aaae.org](mailto:digicastsupport@aaae.org) and they will activate your account manually.
5. Now you can visit [www.antndigicast.com](http://www.antndigicast.com) and log in with the account you just created.

To view videos:

- Click on “Topics” drop down menu on the right side of the screen
- Click on “Required Training” and select the video listed below.

### Security Awareness for GA Tenants

This video can be found by either searching the term “**Security Awareness for GA Tenants**” or looking in the Police/Public Safety/Security Category in the Topics dropdown menu.

**Duration:** 19 min

**Tape Number:** 1766-2006

### DO NOT TAKE THE TEST

To print out the videos you have viewed

- Click on ‘My History’ at the top of any page on the site and print. Click the “printer friendly” link to print the history with your name. Your name must be printed.
- Provide the printout with your badging application to the Airport Administration Office. This is verification that you have viewed the requisite video to obtain your badge.

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1. Select “Create Account” to set up your account link. The user ID is limited to ten characters.
2. Fill out the entire form. All fields are required. The Airport/Org ID code is PUB.
3. Click “Register” and wait to receive an activation link at the email address you provided.
4. Click the activation link in the e-mail. You must activate your account using your email link.

Now you can visit [www.antndigicast.com](http://www.antndigicast.com) and log in with the account you just created.

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Airport Badging requires you to view and print out proof of viewing:

### **Part 139.319 Airport Familiarization: Airfield Safety & Incursion Prevention: Airfield Basics**

This video covers 14 CFR Part 139.329 airfield driving safety basics, including these topics: the non-movement area, movement area, aircraft having the right of way at all times on the airfield, runway incursions, and surface incidents.

**Duration:** 6 min

**Tape Number:** 1161-077-1

### **DO NOT TAKE THE TEST**

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