

Pueblo Memorial Airport

AOA Badge Application

FOR OFFICE USE ONLY

BADGE #

ISSUED

EXPIRES

GATES

MOVEMENT

YES / NO

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 September 2019

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. Under no circumstances will I loan my access badge to another individual or use another individual's badge. The badge applies to only me.
2. The access badge shall always be readily available for presentation when I am within the Air Operations Area of the Pueblo Memorial Airport.
3. No access badge holder shall intentionally mutilate, alter, or tamper with the access badge in any way. If a badge is damaged, I agree to submit the damaged access media to the Pueblo Memorial Airport Administration office for a replacement badge. Replacements may incur a fee for time and materials.
4. All access badge holders are expected to request that an access badge be presented from individuals within the Air Operations Area who are not displaying a badge (Challenge Program). The inability to present an access badge shall be reported to Airport Operations. I agree to present my badge when requested by another access badge holder.
5. Access badge holders shall safeguard the access media issued to them. Requests for information related to obtaining a badge shall be directed to Pueblo Memorial Airport Administration.
6. Access badges must be returned when no longer needed. Unreturned badges will be assessed the allowed fee under Pueblo Municipal Code.
7. The access badge always remains the property of the Pueblo Memorial Airport. Pueblo Memorial Airport Administration may request an access badge be returned due to no longer having a valid and verifiable need for the access badge. Unreturned badges will be assessed the allowed fee under the Pueblo Municipal Code.
8. Access badge holders shall ensure all access points are secure prior to proceeding from the access point. Access badge holders shall be responsible for any unauthorized access made through an access point he or she opened.
9. Access badge holders shall not bypass any security function present on the Pueblo Memorial Airport.
10. Access badge holders agree to proceed through vehicle gates one at a time. If you need to allow another individual access, the gate shall be opened a second time to allow for safe and proper gate operation. Any individual allowed through an access point who does not have an access badge must be kept within sight and hearing distance until such a time as they are no longer within the Air Operations Area of Pueblo Memorial Airport.

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

Signature

Date

Department of Aviation Use Only

Badge Type: AOA

Movement Area Privileges: Y / N

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

Badge No.: _____ Expires: _____

Issued/Renewed: _____ Lost/Stolen: _____

Application Received by: _____

Application Approved by: _____

Date Returned/Revoked: _____ Reason: _____

Billed ☐ Master List ☐

Revised September 2019

TRAINING DATES

Movement Area: _____

Non-Movement Area: _____

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	OR	LIST B Documents that Establish Identity	AND LIST C Documents that Establish Employment Authorization
<ol style="list-style-type: none"> 1. U.S. Passport or U.S. Passport Card 2. Permanent Resident Card or Alien Registration Receipt Card (Form I-551) 3. Foreign passport that contains a temporary I-551 stamp or temporary I-551 printed notation on a machine-readable immigrant visa 4. Employment Authorization Document that contains a photograph (Form I-766) 5. For a nonimmigrant alien authorized to work for a specific employer because of his or her status: <ol style="list-style-type: none"> a. Foreign passport; and b. Form I-94 or Form I-94A that has the following: <ol style="list-style-type: none"> (1) The same name as the passport; and (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. 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 		<ol style="list-style-type: none"> 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 agencies or entities, 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 age 18 who are unable to present a document listed above: 10. School record or report card 11. Clinic, doctor, or hospital record 12. Day-care or nursery school record 	<ol style="list-style-type: none"> 1. A Social Security Account Number card, unless the card includes one of the following restrictions: <ol style="list-style-type: none"> (1) NOT VALID FOR EMPLOYMENT (2) VALID FOR WORK ONLY WITH INS AUTHORIZATION (3) VALID FOR WORK ONLY WITH DHS AUTHORIZATION 2. Certification of Birth Abroad issued by the Department of State (Form FS-545) 3. Certification of Report of Birth issued by the Department of State (Form DS-1350) 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 5. Native American tribal document 6. U.S. Citizen ID Card (Form I-197) 7. Identification Card for Use of Resident Citizen in the United States (Form I-179) 8. Employment authorization document issued by the Department of Homeland Security

****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

To set up a user account:

Go to 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. You must activate your account using your email link.

Now you can visit www.antndigicast.com and log in with the account you just created.

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. Part 1 of 6.

Duration: 6 min

Tape Number: 1161-077-1

DO NOT TAKE THE TEST

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 above.

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.