



**WILL ROGERS WORLD AIRPORT
BADGING INSTRUCTIONAL CHECKLIST**

1.	<p>All applicants need to fill out the “<u>Security Badge Application Form</u>”, Section 1. SIDA and Sterile Area ID Badge applicants need to fill out Sections 1 and 2. Once completed, print this form double-sided. Please review Security Responsibilities of Employees and Other Persons under <u>49 CFR §1540.105(a)</u></p> <p><u>This form will not be accepted if it is not printed double-sided.</u></p>	<input type="checkbox"/>
2.	<p>All applicants need to fill out the “<u>Acceptable ID Documents List</u>”. Print this form and take it along with your two forms of acceptable ID’s to your company’s Authorized Signatory. You will need to bring the same ID’s to the Badging Office.</p>	<input type="checkbox"/>
3.	<p>All applicants need to fill out, print, and sign the “<u>Notice of Privacy Act and Certification Statements</u>” form.</p>	<input type="checkbox"/>
4.	<p>All SIDA and Sterile Area ID Badge Applicants need to fill out, print (double-sided) and sign the “<u>Notice of Criminal History Records Check</u>”. If you have a Disqualifying Crime, you will need to speak to your company’s Authorized Signatory.</p> <p><u>This form will not be accepted if it is not printed double-sided.</u></p>	<input type="checkbox"/>
5.	<p>If your job requires you to drive equipment or vehicles on Airport Property, fill out, print and sign the “<u>Driver License Verification for Operating on the AOA of WRWA</u>” form. You will need to bring your Driver License to the Badging Office.</p>	<input type="checkbox"/>
6.	<p>If you have reported your badge as lost, stolen, or destroyed, complete Items 1-3 above, (Item 4 if applicable), and the “<u>Lost Security Badge</u>” form. Print all forms as shown above.</p>	<input type="checkbox"/>
7.	<p>Do not fold any forms.</p>	<input type="checkbox"/>
8.	<p>Take all forms to your company’s Authorized Signatory for approval.</p>	<input type="checkbox"/>