



Jacksonville International Airport
Jacksonville Executive Airport at Craig
Herlong Recreational Airport
Cecil Commerce Center

Certifying Official Class

The purpose of this class is to familiarize you with the airport's ID badging process as per Transportation Security Administration regulations and the airport's security program. It is extremely important that Certifying Officials understand their responsibilities. The success of our airport's security program is directly dependent upon your participation and cooperation.

All JAX photo ID badge holders and Certifying Officials authorizing such badges must be in compliance with Transportation Security Regulations Part 1542 and Part 1544. The procedures and requirements for such are governed and monitored by the Transportation Security Administration. Failure to meet these requirements can result in citations and fines for the company/agency and Jacksonville International Airport.

General Access Control Information And Company Responsibilities

1. Each company/agency must assign an individual(s) (maximum of three, minimum of one per company) to become a Certifying Official. A Certifying Official is a qualified individual that is an established point of contact between your company/agency and the airport Badging Office. If there is only one Certifying Official for your company/agency, and that individual is seeking to obtain a JAX Photo ID badge, then a second Certifying Official will be required.
2. Each potential Certifying Official must attend a Certifying Official Class arranged through the airport's Access Control Office.
3. Based on the nature of work to be performed by your company/agency, the Access Control Office will direct you on what forms will need to be completed, determine the correct level of access to be assigned, and instruct you on what costs will need to be paid to the aviation authority (if any).

At any time that you have questions regarding this process, please contact the airport Access Control Office at 741-2016.

Jacksonville Aviation Authority
Access Control Office
14201 Pecan Park Road
Jacksonville, FL. 32218

Phone (904) 741-2016
Fax (904) 741-3727

Office Hours:
Monday through Thursday
7:00am-5:00pm
Closed on Fridays

Email: badgingoffice@flyjacksonville.com

D R A F T

YOUR COMPANY LETTERHEAD
Sample Certifying Official Signature Letter
Letter must include verbiage below

TODAY'S DATE _____

JAA Airport Security and Public Safety
Jacksonville Aviation Authority
Jacksonville International Airport
14201 Pecan Park Road
Jacksonville, FL 32229-4018

The names below are authorized to sign as a Certifying Official for Jacksonville International Airport Access Badge Applications, JAX ID badge replacement letters and JAX ID badge renewal forms in accordance with the JIA Security Program and 49 CFR Part 1542 or 49 CFR Part 1544 where applicable.

This company assumes responsibility for any Federal Aviation Administration and/or Transportation Security Administration fines levied against the Jacksonville Aviation Authority which may be caused by the failure of our employee(s) to adhere to the JIA Security Program.

49 USC 46301(a) (6) FAILURE TO COLLECT AIRPORT SECURITY BADGES.

Notwithstanding paragraph (1), any employer (other than a governmental entity or airport operator) who employs an employee to whom an airport security badge or other identifier used to obtain access to a secure area of an airport is issued before, on, or after the date of enactment of this paragraph and who does not collect or make reasonable efforts to collect such badge from the employee on the date that the employment of the employee is terminated and does not notify the operator of the airport of such termination within 24 hours of the date of such termination shall be liable to the Government for a civil penalty not to exceed \$10,000.

No other signatures are to be honored. We will notify you in writing if for any reason the individuals listed below change.

_____	_____	_____	_____
Name	Title	Signature	Phone #

_____	_____	_____	_____
Name	Title	Signature	Phone #

_____	_____	_____	_____
Name	Title	Signature	Phone #



Acceptable Forms of ID for Application

***A valid State ID or Driver's License is mandatory as one of the 2 forms of ID required**

Those Born in the U.S. The Second Form May Be One of the Following :	Those NOT Born in the U.S. The Second Form Of ID Must Be One of the following:
Social Security Card	Current U.S. Passport or Passport card
Current U.S. Passport or Passport Card	U.S. Passport with current INS stamp
Current Military ID or Military Dependent ID Card	Birth Certificate issued by the Department of State (DS 1350)
Retired Military ID Card	Certificate of Birth Abroad (if born On a military base outside of the U.S.) FS-545
	Certificate of Citizenship
	Foreign passport that contains current INS stamp
	Current Resident Alien Card (with SS Card)
	Current Work Visa (with SS card)

<https://services.flhsmv.gov/DLCheck/>

(FL Driver's License Verification Web Address)

<https://online.dds.ga.gov/DLStatus/default.aspx>

(GA Driver's License Verification Web Address)

LIST OF DISQUALIFYING CRIMES

- (1) Forgery of certificates, false marking of aircraft, and other aircraft registration violation; 49 U.S.C. 46306.
- (2) Interference with air navigation; 49 U.S.C. 46308.
- (3) Improper transportation of a hazardous material; 49 U.S.C. 46312.
- (4) Aircraft piracy; 49 U.S.C. 46502.
- (5) Interference with flight crew members or flight attendants; 49 U.S.C. 46504.
- (6) Commission of certain crimes aboard aircraft in flight; 49 U.S.C. 46506.
- (7) Carrying a weapon or explosive aboard aircraft; 49 U.S.C. 46505.
- (8) Conveying false information and threats; 49 U.S.C. 46507.
- (9) Aircraft piracy outside the special aircraft jurisdiction of the United States; 49 U.S.C. 46502(b).
- (10) Lighting violations involving transporting controlled substances; 49 U.S.C. 46315.
- (11) Unlawful entry into an aircraft or airport area that serves air carriers or foreign air carriers contrary to established security requirements; 49 U.S.C. 46314.
- (12) Destruction of an aircraft or aircraft facility; 18 U.S.C. 32.
- (13) Murder.
- (14) Assault with intent to murder.
- (15) Espionage.
- (16) Sedition.
- (17) Kidnapping or hostage taking.
- (18) Treason.
- (19) Rape or aggravated sexual abuse.
- (20) Unlawful possession, use, sale, distribution, or manufacture of an explosive or weapon.
- (21) Extortion.
- (22) Armed or felony unarmed robbery.
- (23) Distribution of, or intent to distribute, a controlled substance.
- (24) Felony arson.
- (25) Felony involving a threat.
- (26) Felony involving—
 - (i) Willful destruction of property;
 - ii) Importation or manufacture of a controlled substance;
 - iii) Burglary;
 - iv) Theft;
 - v) Dishonesty, fraud, or misrepresentation;
 - vi) Possession or distribution of stolen property;
 - vii) Aggravated assault;
 - viii) Bribery; or
 - ix) Illegal possession of a controlled substance punishable by a maximum term of imprisonment of more than 1 year.
- (27) Violence at international airports; 18 U.S.C. 37.
- (28) Conspiracy or attempt to commit any of the criminal acts listed in this paragraph (d).



ACCESS CONTROL OFFICE FEES

Electronic Fingerprint Submission	\$ 35.00
Electronic Fingerprint Submission (<i>using a UID other than JIA's</i>)	\$ 6.00
Badge	\$ 15.00

Lost Badge Replacements:

1st	\$ 50.00
2nd	\$ 75.00
3rd	\$100.00

Unrecovered Badge	\$100.00
Badge Reprint	\$ 15.00
Employee Parking (Annual)	\$ 60.00



BADGE RENEWAL PERMISSION / ADDRESS VERIFICATION FORM

By your signature below, you are authorizing the JIA Access Control Office to renew a JAX ID badge and its associated privileges for the individual stated below. Badges may be renewed up to thirty (30) days prior to the expiration date printed on the JAX badge. This form is to be received at the Access Control Office no sooner than 24 hours in advance of the badge holder's renewal. Faxed forms are acceptable.

Date: _____

Employee Name (Print) _____

Company Name (Print) _____

Certifying Official Name (Print) _____

Certifying Official Signature _____

EMPLOYEE ADDRESS VERIFICATION

This is to inform you that I have a new mailing address and phone number. Please update your records to replace my previous address and phone number:

Phone Number: (____) _____

My address and phone number have not changed the address and phone number that are on file are current.

Employee Signature _____

Jacksonville Aviation Authority
Access Control Office
14201 Pecan Park Road
Jacksonville, Florida 32218
Phone (904) 741-2016
Fax (904) 741-3727

D R A F T

YOUR COMPANY LETTERHEAD
Sample Badge Replacement Authorization Letter

TODAY'S DATE _____

**Public Safety and Security
Jacksonville Aviation Authority
Jacksonville International Airport
Access Control Office
14201 Pecan Park Road
Jacksonville, FL 32218**

_____ is a valid employee of our company/agency. Their JAX ID badge has been (lost/stolen) and is authorized to obtain a JAX ID badge replacement.

Sincerely,

_____(Name of Certifying Official)

_____(Phone Number)



Certifying Official – Application Checklist

HAVE YOU COMPLETED THE FOLLOWING ACTIONS???	Yes	No
Included copies of 2 forms of ID. A valid State ID or Driver's License ID is mandatory as one of the 2 forms of ID. (INS documents are required for those not born in U.S.)		
Verified that the applicant has completed Section I of the application accurately		
Confirmed that a criminal disclosure sheet is included if 'yes' is checked on page 1		
Completed the 'Company Information' section on page 1		
Did the applicant sign page 1		
Has the applicant reviewed the list of disqualifying criminal offenses on page 2 and signed page 2 in acknowledgement		
Completed the Certifying Official Information on pg 4 (the back page of the application)		
Remember to make copies of the application and IDs for your records (applicant will complete pg 3 in YOUR COPY of the application) and return the original to the Access Control Office		
Remind the applicant to complete and sign page 3 of the original application in the Access Control Office at time of scheduled fingerprint		
Scheduled your appointment for fingerprinting at: badgingoffice@flyjacksonville.com		