



## **JIA ID BADGE APPLICATION PROCESS**

These instructions outline the process to obtain JIA Identification Media for access to the Parking, Sterile, and Secure areas of JIA in accordance with the Jacksonville Aviation Authority Airport Security Plan (ASP) and Code of Federal Regulations **49 CFR Part 1542 and Part 1544 - Airport Security**.

**STEP 1:**            **Determine who will be the Certifying Officials for your company.**

The Certifying Officials are points of contact between your company and the JIA Access Control Office. These individuals will have signing authority for: JIA ID badge applications, authorize badge replacements, receive correspondence from the Access Control Office and will be responsible for the return of all badges issued to your company. The number of Certifying Officials for a company/agency is limited to three individuals.

**STEP 2:**            Contact Arayna Hamilton at the JIA Access Control Office to arrange for your designated Certifying Officials to attend a 45 minute Certifying Official Course at the JIA Access Control Office (located in the lower level of the airport terminal). This course will provide instruction on paperwork and procedures that must be completed prior to the acceptance of badge applications for your company and will provide an overview of additional Certifying Official requirements and responsibilities.

***Certifying Officials are subject to a successful completion of :a fingerprint-based Criminal History Record Check (CHRC), Security Threat Assessment (STA), and Security (SIDA) Training prior to the authorization of signing authority for JAX ID badge applications.***

Your designated Certifying Officials will be fingerprinted (CHRC) and their application information will be transmitted to the TSA for a Security Threat Assessment (STA) immediately following Certifying Official Training. Your Company / Agency will be invoiced annually for all badging fees.

**STEP 3:**            After successful completion of: the CHRC, Security Threat Assessment, and Security Training, the Certifying Official(s) for your company may begin the paperwork and scheduling of new applicants for ID badges. Your company will be notified via email to schedule an appointment for your employees to attend security training.

***The badge will be valid for one year or the length of the contract per the contractor sponsor form you provide (if applicable).*** Badges issued to your company are an airport approved means of positive identification to enter into the Sterile and Secure Areas of JIA. If these badges are not returned within the prescribed time, your company is subject to fines for all badges not returned.

Arayna Hamilton  
Access Control Manager / JAA  
**Phone** (904) 741-3160  
**Fax** (904) 741- 3727  
***arayna.hamilton@flyjacksonville.com***