



PIA Airport Badging Procedure (SIDA/Secured/Sterile)

Step 1: Determining your need for a PIA airport badge

- Will your company/organization be working or need access to SIDA/Secured areas inside the airport's perimeter fence?
- Will your company/organization be working or need access to areas inside the terminal's sterile area?
- If you answered yes to either of the questions above you'll need an airport badge

Step 2: Designating a Signatory Authority

- This individual will authorize the airport to issue employees/members of a company/organization an airport badge under the company/organization's name
- Applications for badges will not be processed by the airport without the signature of the Authorized Signor
- Once the Authorized Signor has completed the following steps, he/she can then sign off on other company/organization members who will then go through the same process

Step 3: Criminal History Records Check (CHRC) / Security Threat Assessment (STA)

- A criminal history records check based on fingerprints will be conducted by the FBI
- Fingerprinting is done by appointment on the 3rd floor of the PIA terminal building
- Two **specific** forms of ID will be required **before** fingerprinting can occur:
 - Driver's license and one of the following:
 - Social Security Card, Passport, Birth Certificate
- If you have questions on the specific forms of ID or if you are an individual born outside of the United States, please contact OPS before your fingerprinting appointment
- Fingerprinting is \$75 and includes the SIDA class and badging; companies are billed by PIA directly so no payment is needed at the time of fingerprinting
- It normally takes 7 to 10 days for the results of the CHRC and STA to clear
- If the individual has an active badge from another airport please contact OPS before fingerprinting

Step 4: SIDA class

- Once an individual has been cleared through the CHRC and STA he/she may take a SIDA class and receive a PIA airport badge
- Classes are conducted online at <https://t3.landrum-brown.com/pia/login1.aspx> under supervision of the authorized signor
- Class consists of PowerPoint presentations and short quizzes and generally takes 45min to 1 hour
- Upon completion of the course the individual will contact OPS to receive an airport badge

Step 5: Airport badge renewals

- Airport badges are valid for a maximum of two years
- Badges with "Field" endorsements expire after one year
- Badge renewals consist of taking recurrent training, obtaining a new PIA badge and a renewal fee of \$20
- Renewal classes are also online at <https://t3.landrum-brown.com/pia/login1.aspx>

Step 6: Employee termination

- Once an employee/member is terminated the authorizing company/organization must notify PIA OPS **immediately**, OPS will then deactivate the individual's badge
- The terminated employee/member must return the airport badge to PIA OPS
- The authorizing company/organization will be billed \$150 for each badge not returned to PIA OPS within a reasonable amount of time after termination