



PIA Airport Badging Procedure (T-hangar)

Step 1: Determining your need for a PIA airport badge

- Will your company/organization be working or need access to AOA areas inside the t-hangar area of the airport's perimeter fence but not on the terminal or cargo ramp?
- If you answered yes to the question above you'll need an airport badge
- If your company needs terminal ramp, cargo ramp, or terminal concourse access see the SIDA procedure

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
- If the badge applicant is an individual t-hangar tenant this step is not necessary

Step 3: Security Threat Assessment (STA)

- A Security Threat Assessment must be conducted by OPS & the TSA
- Badge applications must be turned in on the 3rd floor of the PIA terminal building
- Two **specific** forms of ID will be required at the time of application:
 - 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 submitting the application
- Badging is \$5 and is payable upon issuance
- It normally takes 7 to 10 days for the results of the STA to clear
- If the individual has an active badge from another airport please contact OPS prior to application

Step 4: Security training

- Once an individual has been cleared through the STA he/she will be contacted by OPS
- The badge applicant must make an appointment with OPS to receive the security handout and receive his/her airport badge which will grant access to the t-hangar area of the airport
- The applicant must sign for the training acknowledging they understand the rules and will comply

Step 5: Airport badge renewals

- Airport badges are valid for a maximum of two years
- Badges with "Field" endorsements expire after one year
- The badge holder must contact OPS prior to expiration in order to schedule a time to renew the ID
- Badge renewal is done for \$5 and is due upon issuance

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