

GPI AOA/GENERAL AVIATION SECURITY BADGE APPLICATION PROCESS

For individuals with an operational need for unescorted access to the General Aviation ramp.

1. OBTAIN a Non-SIDA badge application from the Airport Security Badging Office or FBO. If you are an FBO tenant, maintain a hangar/long-term tie-down, or member of a hanger association a badge sponsorship form will be required with any application and yearly for badge renewal.

2. PRESENT the completed Non-SIDA badge application and two (2) forms of I-9 identification to the Airport Security and Badging Office; identification presented must be the original form and unexpired, photocopies will not be accepted. An appointment will be required for this step. The \$25 fee will be collected at this appointment, card or check only, no cash.

a. All badge application information will be submitted to the Transportation Security Administration (TSA) for clearance processing. A TSA Security Threat Assessment (STA) clearance may take up to two to three business days to complete for persons born in the United States but two weeks or longer for processing/approval for person born outside the United States. GPI has no control over this process and has no ability to "speed it along" for any applicant.

b. There will be a waiting period to reinstate the Security Threat Assessment (STA) clearance if the previously issued badge was not renewed within approximately 30 days of the badge expiration date. The waiting period could take up to 2 weeks or longer. **Do not wait until your badge expires to initiate the renewal process. Plan Accordingly.** There is no grace period, badges expire on the date printed on the front and no longer work.

3. COMPLETE all FAA & TSA required training courses required by the Airport Badging Office 2-3 days after step 1. Once the training is complete a badge can be issued and will be issued only upon successful completion of training. You have 30 days to complete your training once the TSA Security Threat Assessment is done or the process will have to be started over with a new application and paying another \$25 fee. Appointments are required for this service and drop-ins may be turned away.

Training Courses: All General aviation AOA badges require successful completion of the Non-Movement Area Driver training. This course takes about one hour to complete. This course is required of all applicants regardless of pilot status or badges held at other airports.

Upon renewal of an AOA badge a Recurrent course that is shortened may be attempted if renewing on time. If you do not complete the recurrent course successfully you will be required to complete the Non-Movement Driver training course again.

Ready to make an appointment? Visit us online at: <https://GPIABADGING.as.me/>

IMPORTANT: All identification badges issued by Glacier Park International Airport are the property of the Glacier Park International Airport and must be returned upon expiration, separation of lease, when job function no longer requires a Glacier Park International Airport issued identification badge, or upon demand of Glacier park International Airport. Any misuse of or willful failure to return a Glacier park International Airport issued identification badge is subject to criminal prosecution. A fee will be charged to the applicant or applicants' employer, if the applicant does not return their identification badge to the Airport Administration Office within thirty (30) days after the badge is expired. A \$200 lost or stolen badge fee applies to any lost, stolen or misplaced badge. GPI will not issue temporary badges for forgotten badges. All badge fees are not refundable and sales are final.



AOA Badge Sponsorship Form

I, _____, certify that _____
(Print first and last name of security badge sponsor) (Print first and last name of security badge recipient)

is authorized to access to one of the following which is based at Glacier Park International Airport:

- Hangar Number _____
- Tie-Down Number _____
- Aircraft Tail # _____

Purpose of Sponsorship:

Duration of Badge Needed From: _____ To: _____ (Maximum of one year)

I am authorizing the individual identified herein receive a GPI issued AOA security badge in order to be provided unescorted access the above aircraft/hanger/tie-down. I agree to notify Glacier Park International Airport immediately if the individual identified herein is no longer authorized to access the listed aircraft/hanger/tie-down and/or if I become aware that he/she no longer meets the eligibility requirements for holding a GPI AOA badge.

Only original signatures will be accepted, Photocopied forms will not be accepted.

Printed Name: _____

Signature: _____

Date: _____

Company Name: _____

Phone Number: _____

Email: _____