

## How to Obtain an Airport Identification Badge

### **Secure Area\*, Sterile Area and Cargo SIDA Badges:**

Each individual applying for any of the above badges must be fingerprinted by the Greater Rockford Airport Authority badging office. Fingerprint results, background checks, security clearances, etc. from the government or other agencies are not acceptable (there are however approved airlines and airports, please call to confirm). Fingerprint results and TSA background checks are not immediate, so please expect to return for training and the receipt of your badge. Call the RFD badging office at (815) 969-4019 to schedule an appointment. Please bring the following items with you to your appointment:

#### **1. Completed RFD Identification Badge Application**

The application is to be obtained by your company's authorized signatory. Be sure to have the authorized signatory with your company fill out and sign the Employer's Information section of the application. If you are not sure who your authorized signatory is, please contact the RFD badging office.

#### **2. Two Approved Forms of Identification**

Both forms of identification must appear on the list of acceptable documents ([www.flyrfd.com](http://www.flyrfd.com)). The two IDs must be from separate columns, and one must be a government issued photo ID.

#### **3. Completed Criminal Offense History Sheet**

If you have been charged with any crime, please provide a copy of the disposition. If you are unsure about a charge or conviction, please let the RFD badging office know before you are fingerprinted. The Airport Authority has a policy of 'no felonies within 10 years'.

\* Individuals requesting a Customs and Border Protection Seal on their RFD Secure Badge must fill out the Customs 3078 Form (located on [www.cbp.gov](http://www.cbp.gov)). Each Form 3078 must be accompanied by a cover letter from the authorized signatory stating the reason for access to the Customs ramp area or building.

### **AOA Badge:**

Call the RFD badging office at (815) 969-4019 for an appointment. TSA background checks are not immediate, so please expect to return for training and the receipt of your badge. Please bring the following items with you to your initial appointment.

#### **1. Completed RFD Identification Badge Application**

The application is to be obtained by your company's authorized signatory. Be sure to have the authorized signatory with your company fill out and sign the Employer's Information section of the application. General Aviation hangar tenants must be on the hangar's lease (this will be verified by airport administration). If you are not sure who your authorized signatory is, please contact the RFD badging office.

#### **2. Completed Five Year Personal History Sheet**

Background information must be verified and signed by the authorized signatory as well. GA hangar tenant's background check will be verified by the RFD badging office. If you are unable to complete the Five Year Personal History Sheet, or the information is not verifiable, a Criminal History Records Check must be completed (see #3 above for fingerprints).

#### **3. Two Approved Forms of Identification**

Both forms of identification must appear on the list of acceptable documents ([www.flyrfd.com](http://www.flyrfd.com)). The two IDs must be from separate columns, and one must be a government issued photo ID.

**\*\* An individual renewing their RFD ID badge must complete all of the steps above.**