



**Ernest A. Love Field
Prescott Municipal Airport
City of Prescott**

6546 Crystal Lane
Phone: (928) 777-1114

Prescott, AZ 86301
Fax: (928) 771-5861

TDD: (928) 778-5680

AUTHORIZED SIGNATORY

- All items as outlined on Airport Security Badging Checklist, if not previously completed.
 - 3rd page of Application for Airport Credentials must indicate the appropriate access requested. If not, new application must be completed.
- DATA WILL BE SUBMITTED TO TSA.
- Upon receipt of results from TSA, by City of Prescott, applicant will be notified with a single telephone call (message) and via email (if provided). Master Lessee Authorized Signatory will be notified via email.
- Applicant **MUST** complete SIDA training and Authorized Signatory training within 30 days of notification of approval from TSA. (TSA requirement)
- Immediately following training, Authorized Signatory **MUST** complete appropriate paperwork.
- To continue to be an Authorized Signatory, training must be completed annually.

Authorized Signatory badge expires on individual birthday in 2010 or later. Subsequent badge expires annually on birthday.



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AIRPORT SECURITY BADGING CHECKLIST

- ***Application for Airport Credentials Completed***
 - 3rd page signed by Master Lessee (i.e. RittAire, Guidance) Authorized Signatory
 - Airport Hangar, Shade, Tiedown & Storage Tenants
 - Only agreement holder will be approved for Badge unless, agreement holder submits in writing, with original authorizing signature (no fax or electronic copies), a list of other individuals who are permitted to access their space, and therefore require an Access Badge.
- ***ORIGINALS*** plus one legible copy of document(s) as listed on page 4
- ***If you are a U.S. Citizen, not born in the United States, you must provide:***
 - ORIGINAL plus one legible copy of US Passport, **OR** Certificate of Naturalization, **OR** Certification of Birth Abroad (Form DS-1350)
- ***If you are not a U.S. Citizen, you must provide:***
 - ORIGINAL plus one legible copy of Permanent Resident Card, **OR** Alien Registration Receipt Card with photograph, **OR** I-94 Arrival/Departure Form
- ***Payment*** for Badge \$20 (cash or check only)
- Once all required information is provided, a photograph will be taken by Airport Administration, and **DATA WILL BE SUBMITTED TO TSA.**
- Upon receipt of results from TSA, applicant will be notified with a single telephone call (message) and via email (if provided). Master Lessee Authorized Signatory will also be notified via email.
- Applicant has 30 days from date of notification to pick-up Airfield Access Badge. If badge has not been picked up within those 30 days, the process must start again. When badge is picked up, and additional training form must be completed.
- Initial badges expire on individuals' first (1st) birthday after issuance. Subsequent badges expire every year on birthday.
- Badges can be renewed up to 30 days in advance, charge of \$20.00
- Expired badges (even a single day), require completion of entire process including \$20.00 badge charge.
- If you are employed on the PRC airport, AND, you rent space on the PRC airport, you **MUST** have separate badges for each purpose.
- If you have more than one employer on the PRC airport, you **MUST** have separate badges for each employer.



City of Prescott Airport
Ernest A. Love Field

Application for Airport
Credentials

Instructions: Please thoroughly read all of the information provided on this page. If you have any questions, make sure they are answered before you initial and sign your name and date at the bottom of this page.

If you are an employee of a Federal, State or local government (including a law enforcement officer) who, as a condition of employment, has been subjected to an employment investigation that included a fingerprint-based criminal history records check, please sign here (if you are unsure, DO NOT sign):

Signature: _____

Initial _____ The information I have provided is true, complete, and correct to the best of my knowledge and belief and is provided in good faith. I understand that a knowing and willful false statement can be punished by fine or imprisonment or both. (See Section 1001 of Title 18 of the United States Code).

Initial _____ 49 CFR Part 1540 now holds each individual responsible for their actions as they may pertain to airport security. The following is a summary those responsibilities:

- You may NOT tamper, interfere with, compromise, modify, attempt to modify, attempt to circumvent, or cause a person to tamper or interfere with, compromise, modify, or attempt to circumvent any security system, measure, or procedure implemented.
- You must Enter, or be present within the AOA, a secured area, SIDA or sterile area by complying with the systems, measures, or procedures being applied to control access to, or presence or movement in such areas.
- You must NOT use, allow to be used, or cause to be used, any airport-issued or airport approved access medium or identification medium that authorizes the access, presence, or movement of persons or vehicles in the AOA, secured areas, or SIDAs in any other manner than that for which it was issued by the appropriate authority under this part. (1540.105). (This includes sharing gate access codes.)
- You CANNOT make or cause to be made, any fraudulent or intentionally false statement in any application for any security program, access medium, or identification medium, any reproduction or alteration of any access medium, or identification medium issued under this part. (1540.103)

By my signature below, I agree that:

My security identification badge remains the property of the City of Prescott Airport (PRC), is issued for my use as long as I have an operational need for unescorted access, and is not transferable to any other individual. PRC has the right to revoke the authorization of individuals with security identification badges where such action is determined to be in the best interest of airport security.

My security identification badge must be displayed on my outermost garment above the waist at all times while inside the AOA, SIDA, or Secured Area.

If in the SIDA, Secured, or Sterile area I must challenge individuals who are not displaying airport issued or airport approved identification, and immediately notify Airport Operations (928-777-1150) of any individual with an invalid ID, or who cannot produce a valid airport issued or airport approved identification. If in the AOA, I must report to Airport Operations (928-777-1150) any individual not displaying airport issued or airport approved identification.

I am accountable to the airport and the TSA under the Airport Security Program (ASP). Individuals will be held accountable for any misinformation provided (such as on the badge and/or fingerprint application) and for any violation of the federal regulations, the TSA approved Airport Security Program (ASP) or Security Directives (SDs). Any offense may be punishable by airport sanctions and/or a fine from TSA of up to \$10,000.

I am prohibited from possessing a firearm in the Secured Area, unless the firearm is cased and unloaded for transport for use at a different location, or unless I am duly authorized Federal, State or Local law enforcement personnel, or member of the armed forces of the United States or the State of Arizona on official duty.

I have read and understand the individual responsibilities outlined above, and will comply with all PRC and TSA policies and regulations.

Name (Printed)

Signature

Date

