

The ID badge process entails several steps: the application completion and submission, a fingerprint scan with a Criminal History Record Check (CHRC) performed by the Massachusetts State Police, TSA Background Check, Security (SIDA) Training, and ID badge issuance. The mandatory security training will explain the Hanscom SIDA Badge program and should answer any questions you may have.

Hanscom Field Security Badge Office (SBO):	781-869-8020 or <a href="mailto:BEDSBO@Massport.com">BEDSBO@Massport.com</a>
SBO Office Hours:	Tuesday & Thursday 0800-1300 & Wednesday 1200-1700, excluding holidays.
State Police Fingerprinting Office:	781-869-8095
State Police Fingerprinting Hours:	Wednesday from 1000-1300 & 1700-2000, and Thursday 1000-1300, excluding holidays.

To apply for a SIDA badge at Hanscom Field, please perform the following:

### Step 1: Application Package Completion

- Complete the enclosed application (type or print legibly).
- Have your Authorized Signatory fill in Section 1 of the application. If you are unsure of whom your badge coordinator is, contact the Security Badge Office.
- **Attach to the application photocopies of two forms of valid identification.** All applicants must show proof of citizenship. See attached guidance to determine applicable identification.
- Names on badge applications must match the names presented on the required documents and must be the full legal name of the applicant. Names on all submitted documents must match exactly. Previously used names must be listed in the Alias section and documentation of the name change must be submitted.

### Step 2: Application Package Submission

- Submit completed application, with ID copies, to the Massport Security Badge Office. *Email applications are not accepted.*
- Submit a check or credit card (Visa/MC) payment for \$81.00, payable to the Massachusetts Port Authority, for each applicant. Application fees are non-refundable and are subject to change at any time at the sole discretion of the Members of the Authority. Cash payments are not accepted.

### Step 3: Fingerprint Submission

- After submitting the application, wait 1-2 weeks from the submittal day for processing, then visit the State Police office on the second floor of the Civil Air Terminal for fingerprinting during the hours listed above.
- **Applicants must present the same two forms of valid identification to the State Police officer at the time of fingerprinting\*.**

### Step 4: Schedule and Complete Training

- After completing the State Police fingerprinting, wait two weeks for processing and contact the Massport Security Badge Office at [BEDSBO@Massport.com](mailto:BEDSBO@Massport.com) or 781-869-8020 to confirm the background check approvals, and to schedule interactive computer based SIDA training.
- You must make an appointment to use the Badge training room computers during the security badge office hours listed.
- Please note: When the security badge office is not open, the training computers are available on a first come, first serve basis, available 24 hours a day. A valid SIDA badge or escort by your Authorized Signatory is required for entry into the secure training room.

### Step 5: Badge Issuance

- Applicants must present the same two original forms of valid identification to the Security Badge Office administrator at the time of badge issuance.
- Badge renewal applicants must return the expired badge to receive a replacement.
- After your training is complete, your ID will be issued, and valid for 2 years unless otherwise pre-empted by contract expiration, VISA/Passport expiration, or annual Movement Area Driver Training restriction.

**It is imperative that you complete this application process in a timely fashion.**

**Applications older than 90 days will be void and you will be required to resubmit another application and fee.**

If you have any questions on the SIDA Badge process, please contact our office at 781-869-8020 or [BEDSBO@massport.com](mailto:BEDSBO@massport.com).

**L.G. HANSCOM FIELD  
AVIATION SECURITY DEPARTMENT**



**SECURITY BADGE APPLICATION**

*This Application Must Be Typed or Printed CLEARLY in Black or Blue Ink. Errors Will Delay the Application Process. Use Of Previous Revisions Of This Form Is Not Authorized.*

**SECTION 1 – To Be Completed By Authorized Signatory or Massport Official**

**Applicant's Access & I.D. Requirement:**

- Requires **Hanscom AFB access**
- Airport Fire Rescue** (Green bkgnd)
- Law Enforcement Officer** (Red bkgnd)
- SIDA only
- Requires access to **Secured Area** (Airline/Secured operations area only)
- Flight School: **Student Pilot**
- Contractor** - Provide contract expiration: \_\_\_\_\_

**Vehicle Driving Endorsement Requirement:**

- Ramp/Apron Non-Movement Area (Class 1)
- Restricted T-hangar/Tiedown Non-Movement Area (Class 2)
- Movement Area (Class 3)
- Class 1 Pending Upgrade to Movement Area (Class 3)

Authorized Signatory Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Company: \_\_\_\_\_ Phone: \_\_\_\_\_ Date: \_\_\_\_\_

**SECTION 2 – To Be Completed Only By Applicant**

Name: \_\_\_\_\_  
Last First Middle

Date of Birth: / /   
(mm/dd/yyyy) Country of Birth: \_\_\_\_\_

State of Birth (US only): \_\_\_\_\_ Country of Citizenship: \_\_\_\_\_

Home Address: \_\_\_\_\_  
Street City State Zip Code

Phone (Work): \_\_\_\_\_ Phone (Home): \_\_\_\_\_

Phone (Cell): \_\_\_\_\_ E-Mail: \_\_\_\_\_

Driver's License #: \_\_\_\_\_ State: \_\_\_\_\_ Class: \_\_\_\_\_ Expiration: \_\_\_\_\_  No Driver's License

Height (ft., in.): \_\_\_\_\_ Weight (lbs.): \_\_\_\_\_ Sex:  Male  Female Eye Color: \_\_\_\_\_ Hair Color: \_\_\_\_\_

Sponsor/Employer: \_\_\_\_\_ Position: \_\_\_\_\_

Employer Address: \_\_\_\_\_  
Street City State Zip Code

Aircraft parking location (include tiedown or t-hangar #, if applicable): \_\_\_\_\_ Aircraft N-number: \_\_\_\_\_

Are you a US Citizen?  Yes  No If No, list applicable USINS information below, and attach copies of authorizing documents:

US VISA # \_\_\_\_\_ Resident Alien # \_\_\_\_\_ Exp. Date: \_\_\_\_\_

Aliases or Former Names Used: \_\_\_\_\_

Have you ever been issued a Security Badge at any Massport facility?  No  Yes, Facility: \_\_\_\_\_ Badge # \_\_\_\_\_

The information I have provided on this application is true, complete, and correct to the best of my knowledge and is provided in good faith. I understand that a knowing and willful false statement on this application can be punished by fine or imprisonment or both and automatic denial or revocation of unescorted access privileges.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

<b>SECTION 3 – Training and Badging– To Be Completed By Massport Operations &amp; Badging</b>	
<b>SIDA Training</b>	
Date SIDA Training was completed: _____	SIDA Trainer (printed name): _____
<b>Driver Training</b>	
Date Driver Training was completed: _____	Driver Trainer (printed name): _____
Written Driver's Test: <input type="checkbox"/> Pass <input type="checkbox"/> Fail Call sign: _____	Date and Examiner of Check Ride: _____
Unescorted Access: <input type="radio"/> Granted/Denied (circle one) Signature _____ Date: _____	<small>Signature of ASC or Alternate ASC</small>
Badge Issued: _____ Date Issued: _____ PIN: _____	<input type="checkbox"/> SIDA <input type="checkbox"/> Driver <input type="checkbox"/> AFB Initials: _____
Paid: _____ Check Number: _____ Credit Card Type: _____ Date: _____ Initials: _____	<small>Rev. 01/2015</small>



**L.G. HANSCOM FIELD  
AVIATION SECURITY DEPARTMENT  
APPLICATION FOR:  
MASSACHUSETTS STATE POLICE CRIMINAL HISTORY RECORDS CHECK (CHRC)**

**Notice to Applicant**

In accordance with 49 CFR 1542, unescorted access privileges to the Security Identification Display Area and Secured Area of Hanscom Field require the satisfactory completion of a local criminal history records check (CHRC). Criminal history records results are kept confidential and used only for determining the disposition of this application for unescorted access authority. Copies of the results of criminal history records checks will be provided upon written request by the applicant. If, after being advised that the results of your CHRC disqualify you from being approved unescorted access authority, you have 30 days to correct your record by contacting the agency that reported the disqualifying conviction or arrest, and you must advise the Airport Security Coordinator in writing of your intent to correct said records. The Airport Security Coordinator is your point of contact if you have any questions about the results of the CHRC.

**SECTION 1 – To Be Completed Only By Applicant:  
Arrests, Convictions and the Local Criminal History Records Check**

Have you been, in any jurisdiction, in the past 10 years:

Arrested for any crime?  No  Yes  
 Indicted for any crime?  No  Yes  
 Summoned for any crime?  No  Yes  
 Convicted for any crime?  No  Yes

If you answered "Yes" to any of the questions above, please provide a brief description of each such event: \_\_\_\_\_

In accordance with 49 CFR 1542.209, unescorted access authority will be denied if the local CHRC reveals you have been arrested, convicted, or found not guilty by reason of insanity for any of the following crimes, in any jurisdiction, during the past ten years:

Forgery of certificates, false marking of aircraft, and other aircraft registration violation	Aircraft piracy
Unlawful possession, use, sale, distribution, or manufacture of an explosive or weapon	Improper transportation of a hazardous material
Extortion	Armed or felony unarmed robbery
Interference with flight crewmembers or flight attendants	Distribution of, or intent to distribute, a controlled substance
Commission of certain crimes aboard aircraft in flight	Felony arson
Carrying a weapon or explosive aboard aircraft	Felony involving a threat
Conveying false information and threats	Felony involving willful destruction of property
Aircraft piracy outside the special aircraft jurisdiction of the United States	Felony involving importation or manufacture of a controlled substance
Lighting violations involving transportation of controlled substances	Felony involving burglary
Unlawful entry into an aircraft or airport area that serves air carriers or foreign air carriers contrary to established security requirements	Felony involving theft
Felony involving dishonesty, fraud, or misrepresentation	Destruction of an aircraft or aircraft facility
Felony involving possession or distribution of stolen property	Murder
Felony involving aggravated assault	Assault with intent to murder
Felony involving bribery	Espionage
Kidnapping or hostage taking	Sedition
Rape or aggravated sexual abuse	Violence at international airports
Interference with air navigation	Treason
Felony involving illegal possession of a controlled substance punishable by a maximum term of imprisonment of more than 1 year	Conspiracy or attempt to commit any of the criminal acts listed here

**For applicants with a legitimate need to access Hanscom AFB as part of their unescorted access privileges, the following additional checks will apply:**

Applicant is the subject of any active wants or warrants locally or nationally	Applicant is listed in the Terrorist Screening Database
Applicant is a registered sex offender in any state	Applicant is currently on parole or probation in any state

Note: Convictions or arrests for offenses other than those listed above may or may not automatically result in disqualification. HOWEVER, FAILURE TO DISCLOSE A CONVICTION OR AN ARREST FOR ANY OFFENSE WILL RESULT IN DISQUALIFICATION.

I understand and acknowledge that once granted unescorted access privileges, Federal regulations require me to disclose to the Airport Operator (Massport), within 24 hours, an arrest for or conviction of any of the crimes described in 49 CFR 1542.209. Additionally, in the event of a conviction for a crime listed in 49 CFR 1542.209, I shall surrender to Massport the SIDA access medium issued to me within 24 hours of such conviction.

The information I have provided on this application is true, complete, and correct to the best of my knowledge and is provided in good faith. I understand that a knowing and willful false statement on this application can be punished by fine or imprisonment or both and automatic denial or revocation of unescorted access privileges.

I hereby authorize the Massachusetts Port Authority to perform a local criminal history records check (CHRC). This CHRC is for the sole purpose of determining approval for unescorted access authority into the SIDA and/or Secured Area of Hanscom Field, and, if applicable, Hanscom AFB. I understand that a copy of this record will be provided to me upon my written request.

Applicant's Name: (Print) \_\_\_\_\_

Social Security No:    -   -

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

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**SECTION 2 – To Be Completed By State Police / Massport**

Two forms of identification presented: 1. Type and Document Number (if applicable): \_\_\_\_\_  
 2. Type and Document Number (if applicable): \_\_\_\_\_

Description of Results:  Results disclosed a disqualifying crime  Results did not disclose disqualifying crime

## Required Document Information

Minimum age required to apply for a PSID badge or SIDA badge is 17 years of age.

Minimum age required to apply for a SIDA badge with driving privileges on the airport is 18 years of age.

**Proof of citizenship must be submitted with all applications.**

**The documents that are highlighted on the following page are accepted as proof of citizenship.**

Copies of 2 IDs must be submitted with the badge applications.

Originals of same 2 IDs in applications must be shown at time of fingerprinting **and** badging. All IDs must be valid and unexpired. **One ID must be a government or state issued photo ID.**

- **If the applicant was born in the US**, one of the documents must be a US Passport, US Passport Card or original or certified copy of a US birth certificate. Puerto Rican birth certificates issued prior to 7/1/10 are not acceptable.
- **If the applicant was born outside the US and the applicant is now a US Citizen** one of the documents must be a US Passport, US Passport Card, DS1350 Certification of Birth Abroad, FS545 Certificate of Birth Abroad, or a Naturalization Certificate.
- **If applicant is not a US citizen** one of the documents must be an INS approved document to work in the US; Employment Authorization Card, Permanent Resident Card or Foreign Passport with I-94.
- **If the applicant presents a proof of citizenship document from list A**, the second document can be from List B or C.
- **If the applicant presents a proof of citizenship document only from list C**, then the second document must be from List B.
- **If ramp driving privileges are requested or job position indicates driving (van driver, bus driver etc.)**, a driver's license must be one of the documents.

Please note:

- Names on badge applications must match the names presented on the required documents and must be the full legal name of the applicant. Names on all submitted documents must match exactly.
- All name changes must be accompanied by legal documents verifying the new name (legal name change form, marriage/ divorce certificates etc). All ID documents must reflect new names within 12 months of name change. Example of a scenario when the names on the IDs will not match; the name on a birth certificate and driver's license do not match due to marriage. A marriage certificate is required also.
- Passports and Social Security cards are not valid unless signed by the applicant.
- If the applicant is not a US citizen: While working, the applicant must carry their valid documents allowing them to work (Employment Authorization card, Resident Alien card etc). Audits are conducted on a regular basis.

## LIST OF ACCEPTABLE DOCUMENTS FOR HANSCOM FIELD SIDA/PSID BADGES

- Every badge applicant must present two forms of valid, unexpired acceptable documents.
- Proof of citizenship must be submitted with all applications.
- The documents that are highlighted below are accepted as proof of citizenship.

### List A

1. US Passport or US Passport Card
2. Permanent Resident Card or Alien Registration Receipt Card (Form-I-551)
3. Foreign Passport that contains a temporary I-551 stamp or temporary I-551 printed notation on a machine-readable immigrant visa
4. Employment Authorization document that contains a photograph (Form I-766)
5. For a nonimmigrant alien authorized to work for a specific employer because of his or her status:
  - a. Foreign Passport; and
  - b. Form I-94 or Form I-94A that has the following:
    - (1) The same name as the passport; and
    - (2) An endorsement of the alien's nonimmigrant status as long as that period of endorsement has not yet expired and the proposed employment is not in conflict with any restrictions or limitations identified on the form.
6. Passport from the Federated States of Micronesia (FSM) or the Republic of the Marshall Islands (RMI) with Form I-94 or Form I-94A indicating nonimmigrant admission under the Compact of Free Association Between the United States and the FSM or RMI

### List B

1. Driver's license or ID card issued by a State or outlying possession of the United States provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address
2. ID card issued by Federal, State or local government agencies or entities, provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address
3. School ID card with a photograph
4. Voter's registration card
5. U.S. Military card or draft record
6. Military dependent's ID card
7. U.S. Coast Guard Merchant Mariner Card
8. Native American tribal document
9. Driver's license issued by a Canadian government authority

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### List C

1. A Social Security Account Number card unless the card includes one of the following restrictions:
  - (1) NOT VALID FOR EMPLOYMENT
  - (2) VALID FOR WORK ONLY WITH INS AUTHORIZATION
  - (3) VALID FOR WORK ONLY WITH DHS AUTHORIZATION
2. Certification of Birth Abroad issued by the Department of State (Form FS-545)
3. Certification of Report of Birth issued by the Department of State (Form DS-1350)
4. Original or certified copy of a birth certificate issued by a State, county, municipal authority, or territory of the United States bearing an official seal
5. Native American tribal document
6. U.S. Citizen ID Card (USCIS Form I-197)
7. Identification Card for use of Resident Citizen in the United States (Form I-179)
8. Employment authorization document issued by the DHS