

Birmingham-Shuttlesworth International Airport Badging Information and FAQs

Version 1.0

Table of Contents

- Section 1 – General Information and Purpose
- Section 2 – Requesting ID Media from BHM Airport
- Section 3 – General Requirements
- Section 4 – Costs Associated with Badging
- Section 5 – Frequently Asked Questions



Section 1 – General Information and Purpose

The Birmingham-Shuttlesworth International Airport, hereafter referred to as BHM, and its governing organization, the Birmingham Airport Authority, hereafter referred to as BAA, is an airport regulated under Title 49 CFR §1542 – Airport Security and is required to issue identification media to individuals seeking unescorted access authority in regulated areas.

The BAA staffs a badge office that provides services to stakeholders and airport contractors for the purposes of undergoing the application for, issuance of, and renewal of identification media (badges).

This guide serves to familiarize you and your organization with the basic requirements of requesting ID badges from BHM and the steps to establish the authority to make those requests through the airport's badging office.

This guide is not all-inclusive, and its contents are subject to change at any time at the BAA's discretion or as regulation changes require its contents to change.

The Birmingham Airport Authority reserves the right to control the issuance of and possession of its issued identification media where regulations permit its discretion to do so. Access to the BHM airport is a privilege, not a right, and the BAA exercises its right as the airport operator to refuse ID media issuance to an applicant as it deems necessary for the safe and secure operation of BHM.

The BHM Airport Security Coordinator is the final authority on both the determination of issues involving access control at the airport as well as the airport's overall security.

Questions referencing this guide and its contents should be directed to Joseph Doane, the BAA's Badging Administrative Coordinator and Alternate Airport Security Coordinator at jdoane@flybhm.com or (205) 599-0817.

Section 2 – Requesting ID Media from BHM Airport

Organizations must establish an operational need to request access media from the airport's badging office. This is accomplished by contacting the airport's badging office and making the initial request to establish signatory authority.

Signatory authority, or authorized signers, are the individuals responsible for working with the airport's badging office for the sponsorship of organizational employees seeking ID badges.

The badging office, upon receiving this request, will contact the entity who can provide evidence of the organization's operational need for access to the airport. In example, for a construction company contracting to the Birmingham Airport Authority, the badging office would contact the BAA's Planning department to verify the contractor's operational need.

This is not specific to the BAA, however, as stakeholders may also provide legitimacy to the requests of parties not in formal agreements directly with the airport (such as concessionaire companies contracting firms to provide their restaurants with remodeling).

Once the badging office has verified the organization's operational need for access, badging personnel will assist the company's point of contact with establishing signatory authority.

The badging office will:

- Provide the organization with a copy of the compliance agreement for requesting ID media from the airport and assist them with drafting a request letter that names the organization's individual, authorized signatories.
- Assist the named signatories with undergoing the application process for badging. Once approved, the badging office notifies the new signatories that they are approved for ID badges and assists them with undergoing training and formal ID issuance.
- Provide specific instructions to their authorized signatories as to their roles and responsibilities and begin processing organizational employees, as necessary, to undergo the airport badging process.



Section 3 – General Requirements

Each applicant requesting ID media from BHM will need to provide a completed application for the type of access that they are requesting that has been endorsed by their authorized signatory. The applicant will, after establishing an appointment with the airport's badging office, report to for their appointment with their completed application and identification from Form I-9's lists of acceptable documents.

Applications for ID badges are conducted on an appointment basis.

Applicants undergo a background check process that consists of either a fingerprint-based Criminal History Records Check or a basic threat assessment. Once the applicant has been adjudicated and a determination has been made whether the airport will issue an ID badge to the applicant, the badging office contacts the organization's signatories to advise them of the applicant's approval.

Badges are issued to employees on an appointment basis.

Applicants who are approved undergo training required for their access level and they are issued ID upon successful completion of their training.

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Each ID badge issued by BHM has an expiration date associated with it. Each badge holder for BHM is required to keep their ID badge in a current, unexpired state if they are employed with the organization who sponsored them, and they have an ongoing need for access to the airport.

Badges are renewed on an appointment basis within the month that they expire and function the same way that an initial application for an ID badge is conducted. Current badge holders seeking to renew their IDs will have to provide the badging office with a completed application that has been endorsed by their authorized signatory and provide it, along with two forms of ID from Form I-9's list of acceptable documents in conjunction with their expiring badge to renew.

Section 4 – Costs Associated with Badging

The table on the next page provides costs associated with badging at BHM, along with other costs associated with penalties involving airport access.



BHM Airport Badging Rates and Fees

Effective July 1, 2023

Service	Cost
Badge Issuance	\$25.00
Background Check (SIDA or Sterile)	\$35.00
Background Check (Public or AOA)	\$8.00
Replacement IDs for Negligent Damage/Loss	1 st - \$100.00
	2 nd - \$200.00
	3 rd or more - \$300.00
Replacement CyberKey	1 st - \$100.00
	2 nd - \$150.00
	3 rd or more - \$200.00

Penalty	Cost
Late Badge Renewals	1 st - \$50.00
	2 nd - \$75.00
	3 rd or more - \$100.00
Unreturned ID Media	\$500.00 / non-refundable
Citations (Security, Safety, et-cetera)	1 st - \$100.00
	2 nd - \$200.00
	3 rd or more - \$300.00
Audit Non-Response	\$100/daily
Lock and Key Violation(s)	\$500.00, then \$100.00/daily if non-compliant

Section 5 – Frequently Asked Questions

Q: How long does it take for a badge to be approved?

Badges are approved as the office can process them. Badging timelines are not defined and could take as long as 30 calendar days for an applicant to receive an approval. Background investigations are multi-faceted and may take additional work to complete.

Q: What identification is acceptable for applicants seeking ID badges?

Identification acceptable to the airport's badging office is listed on Form I-9's lists of acceptable documents. Each applicant is required to provide the airport with two forms of identification that:

- Provides for their identity and work authorization in the United States and/or proof of US citizenship. This is accomplished with one List A document paired with a List B or C document, or one List B document with one List C document.
- One of the two forms of identification must be a photo ID issued by a government entity, such as a US Passport or state driver license or identification.
- The identification provided for this purpose must be original or certified copies of original documents and must be unexpired if they contain an expiration date.
- Identification must relate to its bearer, i.e., photos must match the appearance of the applicant and names should match across documents where applicable.

Note: Foreign-born applicants must provide proof of legal status or citizenship gained in the United States.

Q: What happens if an applicant is denied?

Applicants are notified that they have been denied issuance by the airport's badging office. The authorized signatories sponsoring them are also notified.

Q: What is a disqualifying offense?

A disqualifying offense is any criminal activity that has resulted in an arrest, followed by a conviction. For the purposes of a conviction, any plea of no contest or a plea of guilt by reason of insanity also constitutes a conviction. Disqualifying convictions are included on the application and enumerated in 49 CFR §1542.209(d).

Q: What are the badge office's hours?

The badge office operates Monday – Friday, 8:00 AM until 4:00 PM CST. The office recognizes holidays in accordance with the City of Birmingham's holiday schedule.

Q: How do I make an appointment for the badging office?

Appointments can be made by visiting the airport's website at www.flybirmingham.com/badging.

Q: Are there limits to how many badges my organization can have?

There are no defined limits to the number of badges an organization may have. The organization need only have a legitimate, operational need for access it requests for the purpose of their business at the airport.

Q: Can the badge office provide us with background checks for our employees for the purposes of our employment decisions?

No. BHM is prohibited from disclosing the contents of or existence of any record(s) to anyone other than the individual the information pertains to.

Q: The badge office sent a letter to one of my applicants. What should my applicant do?

If the airport needs to communicate directly with an applicant pertaining to their application, it will do so through USPS certified mail. The applicant should follow the instructions detailed in the letter.