

The ID badge process entails several steps: the application completion and submission, a Criminal Offender Record Information (CORI) check performed by the Massachusetts State Police, 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 BEDSBO@Massport.com
SBO Office Hours:	Monday 0900-1400, Wednesday 1200-1700, & Thursday 0900-1400, excluding holidays.
SBO Office Location:	Civil Air Terminal 200 Hanscom Drive 2 nd floor Bedford, MA 01730

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 Authorized Signatory 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: Schedule and Complete Training

- Once your CORI check is approved and confirmed by the Massachusetts State Police, the Massport Security Badge Office will contact you via email with instructions to schedule interactive computer based SIDA training.
- When the security badge office is open you must make an appointment in order to use the badge training room computers. 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, located on the 2nd floor of the Civil Air Terminal.

Step 4: 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. There will be a \$50 lost badge fee if an applicant cannot produce the expiring SIDA badge.
- 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.

*Valid identification is described as a government issued ID. Refer to the required documentation instructions attached to this document.

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 Security Badge Authorized Signatory or Massport Official
Applicant's Access Requirements:

- ☐ Requires **Secured Area** access (Airline/Secured operations area only) ☐ Requires **Hanscom AFB** access
☐ Authorized Signatory ☐ Ramp/Apron Non-Movement Area (Class 1)
☐ Law Enforcement Officer ☐ Restricted T-hangar/Tiedown Non-Movement Area (Class 2)
☐ Flight School: **Student Pilot** ☐ Movement Area (Class 3)
☐ Contractor - Provide contract expiration: _____ ☐ Class 1 Pending Upgrade to Movement Area (Class 3)

Security Badge Authorized Signatory Name (Print): _____ Signature: _____

Company: _____ Phone: _____ Date: _____

SECTION 2 – To Be Completed Only By Applicant

Name: _____
Last First Middle

Birthdate: / / Social Security No - - Gender: ☐ M ☐ F

Country of Birth: _____ Country of Citizenship: _____ State of Birth: _____

Aliases (if any): _____

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.): _____ Eye Color: _____ Hair Color: _____

Employer or Sponsor: _____ Position: _____

Employer Address: _____
Street City State Zip Code

Aircraft parking location (include tie-down 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: _____

Do you have an active Massport Security Badge at another facility? ☐ No ☐ Yes / If Yes, List Airport & 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.

I hereby authorize the Massachusetts Port Authority and its agents to receive and to conduct a review and assessment of my criminal offender record information (CORI) records, any available records necessary to confirm the biographical data and work history I have provided in my badge application, as well as any documentation I have provided as proof of citizenship or authorization to work in the U.S.

I further authorize the Massachusetts Port Authority and its agents, at any time during the term of any access privilege granted to me by the Massachusetts Port Authority, to receive any such records and to conduct any such additional reviews and assessment that it deems necessary and appropriate to ensure my continued suitability for the access privileges it has granted to me.

I understand and agree, at all times while on the Airport, abide by all Airport Rules and Regulations, Transportation Security Administration (TSA) security regulations, Federal, State and Local Laws. Any violation of the Airport Rules and Regulations, TSA Security Regulations, Federal, State and Local Laws, may result in fines/penalties, a suspension, revocation, and/or denial of access privileges.

Signature: _____ Date: _____

SECTION 3 – To Be Completed By Massport

Badge Issued: _____ Date Issued: _____ Initials: _____

Paid: _____ Check Number: _____ Credit Card Type: _____ Date: _____ Initials: _____



L.G. HANSCOM FIELD
AVIATION SECURITY DEPARTMENT
APPLICATION FOR: MASSACHUSETTS STATE POLICE
CRIMINAL OFFENDER RECORD INFORMATION (CORI) CHECK

Notice to Applicant

In accordance with Massport policy and procedure, unescorted access privileges to the Security Identification Display Area (SIDA) and Secured Area of Hanscom Field require the satisfactory completion of a criminal offender record information (CORI) check. 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 CORI check 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 CORI check.

SECTION 1 – To Be Completed Only By Applicant:

Arrests, Convictions and the Criminal Offender Record Information (CORI) Check

Have you been, in any jurisdiction, in the past ten (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 the disqualifying offenses pursuant to 49 CFR 1542.209(d), unescorted access authority will be denied if the CORI check 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 (10) years:

- | | |
|--|---|
| <ul style="list-style-type: none">• Forgery of certificates, false marking of aircraft, and other aircraft registration violation• Unlawful possession, use, sale, distribution, or manufacture of an explosive or weapon• Extortion• Interference with flight crewmembers or flight attendants• Commission of certain crimes aboard aircraft in flight• Carrying a weapon or explosive aboard aircraft• Conveying false information and threats• Aircraft piracy outside the special aircraft jurisdiction of the United States• Lighting violations involving transportation of controlled substances• Unlawful entry into an aircraft or airport area that serves air carriers or foreign air carriers contrary to established security requirements• Felony involving dishonesty, fraud, or misrepresentation• Felony involving possession or distribution of stolen property• Felony involving aggravated assault• Felony involving bribery• Kidnapping or hostage taking• Rape or aggravated sexual abuse• Interference with air navigation• Felony involving illegal possession of a controlled substance punishable by a maximum term of imprisonment of more than 1 year | <ul style="list-style-type: none">• Aircraft piracy• Improper transportation of a hazardous material• Armed or felony unarmed robbery• Distribution of, or intent to distribute, a controlled substance• Felony arson• Felony involving a threat• Felony involving willful destruction of property• Felony involving importation or manufacture of a controlled substance• Felony involving burglary• Felony involving theft• Destruction of an aircraft or aircraft facility• Murder• Assault with intent to murder• Espionage• Sedition• Violence at international airports• Treason• Conspiracy or attempt to commit any of the criminal acts listed here |
|--|---|

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, I shall disclose to the Airport Operator (Massport), within 24 hours, an arrest for or conviction of any of the crimes described above. Additionally, in the event of a conviction for a crime listed above, I shall surrender to Massport the SIDA badge 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 and its agents to perform a criminal offender record information (CORI) check. This CORI check is for the sole purpose of determining approval for unescorted access authority into the SIDA and/or Secured Area of Hanscom Field. This authorization is valid for one year from the date of my signature. I understand that the Massport and its agents may conduct subsequent CORI checks within one year of this application. I understand that a copy of the CORI record will be provided to me upon my written request. I further authorize the Massachusetts Port Authority and its agents, at any time during the term of any access privilege granted to me by the Massachusetts Port Authority, to receive any such records and to conduct any such additional reviews and assessment that it deems necessary and appropriate to ensure my continued suitability for the access privileges it has granted to me.

Applicant's Name: (Print) _____

Social Security No: - -

Signature: _____

Date: _____

SECTION 2 – To Be Completed By Massachusetts State Police

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

Signature of Official: _____

Date: _____

Required Document Information

Minimum age required to apply for a 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 application.

Originals of same 2 IDs in application must be shown at time of 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 or FS545 Certificate of Birth Abroad. A Naturalization Certificate is not an acceptable document.
- **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 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