

AIRPORT OPERATIONS BADGING OFFICE HOURS, CONTACT INFORMATION, AND SCHEDULE OF FEES

CONTACT INFORMATION:

- **WHEN:** Monday – Friday, 0800 – 1700
- **HOW:** Contact Airport Operations at **859-425-3112 or 3113 / ops@bluegrassairport.com**
- **WHERE:** Airport Operations Office, second floor Bluegrass Airport Terminal Building
- **FOR:** Badge Issue, Fingerprinting, SIDA / Non-Movement Area Training

IMPORTANT INFORMATION

- Visits are by appointment only
- Ensure to provide all **needed documentation** (see badging procedure) and **required identification and work authorization** (see attached list of valid identification and work authorization)
- Ensure required fees are provided at time of appointment (see below for schedule of fees)
- Forms of Payment: Cash, Check, Money Order, and Credit/Debit Card

BADGING FEES

New Badge Issue	
Fingerprint Fee	\$35.00
STA Fee	5.00
Badge Fee	10.00
Total	\$50.00
*Issue may also require completion of training class	

Badge Renewal	
STA Fee	\$5.00
Badge Fee	10.00
Total	\$15.00
*For badges set to expire	

Damaged Badge Renewal	
1 st Replacement	\$10.00
2 nd Replacement	\$25.00
Any Additional	\$50.00

Failure to Return Badge upon Expiration/Termination

If a badge is not turned in to Airport Operations within 30 days of expiration/termination the following Fee will be charged to the appropriate company:

\$150.00

**No other badge will be issued to the organization until the submission of expired/terminated badge or until receipt of penalties fees.*

LOST BADGE RENEWAL

1 st Lost Badge	\$50.00
2 nd Lost Badge	\$75.00
3 rd Lost Badge	\$100.00

*Lost badge renewed only with authorization of the Airport Operations Dept
*If Lost Badge is turned in to Airport Operations, half the charged fee will be refunded

Stolen Badge Renewal	
STA Fee	\$5.00
Badge Fee	10.00
Total	\$15.00
*Requires the submission of a completed police report to document the theft	

SPECIAL NOTE: For large organizations, an account can be established for monthly billing purposes

*****Airport ID Badges are property of the Blue Grass Airport. Any badge that is expired or is no longer needed by a badge holder MUST be returned to the Airport Operations Department IMMEDIATELY*****

BADGE ISSUE / RENEWAL / TERMINATION PROCEDURE

NEW BADGE ISSUE

STEP ONE: The Authorized Signatory or Individual schedules the first of two badging appointments by calling the Airport Operations Department 859.425.3112. The first appointment includes the completion of a *Blue Grass Airport Security Badge Application* and/or applicant fingerprinting. An individual can bring a completed and signed application to the appointment, or can complete the form just prior to the scheduled badging appointment. *BGA Security Badge Application* MUST be signed by the individual's Authorized Signatory.

- Valid Identification and Work Authorization is required at time of appointment (see attached list of valid identification and work authorization)
- Application will authorize Criminal History Records Check (CHRC) and Security Threat Assessment (STA). CHRC and STA clearance must be verified before ID Badge can be issued
- For Escort privileges, the Badge Application ***must have signature of individual's Authorized Signatory*** and approval of the Airport Operations Department
- Payment is required at time of appointment (see schedule of fees)
- Application and/or fingerprinting typically takes 30-45 minutes and is by appointment only
- STA and CHRC clearance can take 3-14 business days to receive results

- ****SPECIAL NOTE 1: BADGING FEES and PROPER IDENTIFICATION ARE REQUIRED AT TIME OF APPOINTMENT. BADGE APPLICATION WILL NOT BE ACCEPTED IF FEES AND/OR VALID IDENTIFICATION AND WORK AUTHORIZATION ARE NOT PRESENT.***

- *****SPECIAL NOTE 2: US citizens born abroad MUST provide ONE of the following – a US Passport, a Certificate of Naturalization, or a Certificate of Birth Abroad***

- ******SPECIAL NOTE 3: Non-US citizens MUST provide EITHER – an Alien Registration Number, OR a Foreign Passport AND an I-94/I-94A Arrival/Departure Form***

STEP TWO: Once the Airport Operations Department receives all required STA and/or CHRC clearances, the Authorized Signatory or individual schedules the second badging appointment. The second appointment includes badge applicant picture and Security Badge issue, in addition to required SIDA and Non-Movement Area Training.

- Airport Operations will contact the Authorized Signatory or individual advising of approved or non-approved STA/CHRC clearances. The Authorized Signatory or individual can contact Airport Operations to schedule the 2nd appointment for the badge applicant.
- Badge issue and/or required training can take anywhere from 25-45 minutes and is by appointment only
- ***SPECIAL NOTE: The Badge Applicant has 30 days from when the security clearances are back to be issued a badge. In failing to do so, the badge applicant will have to start the badge process over – Includes re-submission of security clearances and re-charged associated fees.***

ENSURE FEES AND VALID IDENTIFICATION AND WORK AUTHORIZATION ARE PROVIDED AT TIME OF APPOINTMENT IN FAILING TO DO SO, THE APPLICATION WILL NOT BE ACCEPTED

BADGE RENEWAL

The Authorized Signatory or badge holder is responsible to contact the Airport Operations Department to schedule an appointment to renew a badge set to expire. Appointment is to be made PRIOR to badge expiration.

- Badge holder must bring a **BGA Security Badge Renewal Application** signed by appropriate Authorized Signatory.
- Badge holder must bring **previously issued badge** to appointment
- Valid Identification and Work Authorization is required at time of badge renewal appointment (see attached list of valid identification and work authorization)
- Appointment takes 15-25 minutes and is by appointment only
- Payment is required at time of appointment (see schedule of fees)
- A Badge will NOT be Renewed more than 30 days prior to expiration

DAMAGED BADGE RENEWAL

The Authorized Signatory or badge holder is responsible to contact the Airport Operations Department to schedule an appointment to renew damaged badge.

- Badge holder must bring a **BGA Security Badge Renewal Application** signed by appropriate Authorized Signatory
- Badge holder must bring damaged badge to appointment
- Valid Identification and Work Authorization is required at time of damage badge renewal appointment (see attached list of valid identification and work authorization)
- Additional applicant signature is required at the bottom back page of the Renewal Application (Gray Box) – Affirming damage renewal
- Appointment takes 15-25 minutes and is by appointment only
- Payment is required at time of appointment (see schedule of fees)

LOST OR STOLEN BADGE RENEWAL

The Authorized Signatory or badge holder must **IMMEDIATELY CONTACT THE AIRPORT OPERATIONS DEPARTMENT** and report a Lost or Stolen Badge. During notification of lost or stolen badge, a badge renewal appointment can be scheduled.

- Badge holder must bring a **BGA Security Badge Renewal Application** signed by appropriate Authorized Signatory
- Valid Identification and Work Authorization is required at time of lost/stolen badge renewal appointment (see attached list of valid identification and work authorization)
- Additional applicant signature is required at the bottom back page of the Renewal Application (Gray Box) – Affirming lost/stolen renewal
- Appointment takes 15-25 minutes and is by appointment only
- Form of Payment is required at time of appointment (see schedule of fees)
- A Stolen Badge requires the submission of a completed police report to document the theft

****FAILURE TO DO SO ON ANY OF THE ABOVE, THE BADGE WILL NOT BE RENEWED****

IMPORTANT NOTE: If a Badge is **NOT TURNED IN**, within **30 days of expiration**, the individual's organization will be charged the appropriate fee (see schedule of fees) and no