

PLEASE UNDERSTAND THAT APPLICATIONS WILL BE HELD FOR 30 DAYS AFTER RECEIVING SECURITY THREAT ASSESSMENT – IF BADGE IS NOT PICKED UP AFTER THAT TIME; IT WILL BE PLACED IN RETENTION FOR 180 DAYS. IF YOU HAVE BEEN FINGERPRINTED AND HAVE NOT PICKED UP YOUR BADGE AFTER 30 DAYS YOU WILL HAVE TO SUBMIT YOUR FINGERPRINTS AGAIN PRIOR TO RECEIVING YOUR BADGE.

INSTRUCTIONS TO FILL OUT BADGE APPLICATION

PAGE 1

- 1. SECTION 1 – INFORMATION CONCERNING EMPLOYEE**
- 2. SECTION 2 – SIGNED BY SIGNATORY PERSON.
SIGNATURE MUST BE ON FILE WITH THE SAVANNAH /
HILTON HEAD INTERNATIONAL AIRPORT BADGE
CREDENTIALING OFFICE.**

PAGE 2

- 1. VEHICLE INFORMATION – INSURANCE INFORMATION
AND TAG NUMBER MUST BE ON APPLICATION**
- 2. SIGNED BY APPLICANT**

PAGE 3

- 1. READ AND SIGN PRIVACY ACT NOTICE**
- 2. READ AND SIGN SOCIAL SECURITY VERIFICATION**

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- 1. SIGNED BY APPLICANT**

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1. **COMPLETED BY A COMPANY WHO IS REQUESTING A GENERAL AVIATION BADGE OR A CONSTRUCTION BADGE.**
2. **PERSON FROM COMPANY MUST LIST WHERE THE INDIVIDUAL HAS BEEN FOR THE **LAST TEN (10) YEARS** IN THE COLUMN ON THE LEFT. IF THEY WERE IN HIGH SCHOOL OR MIDDLE SCHOOL MUST LIST IT.**
3. **SOMEONE FROM THE COMPANY MUST VERIFY THE COLUMN ON THE LEFT FOR THE **LAST FIVE (5) YEARS.****
 - a. **CONTACTED BY** IS AN INDIVIDUAL FROM THE COMPANY WHO VERIFIED THE EMPLOYMENT OR SCHOOL LISTED ON THE COLUMN ON THE LEFT.
 - b. **CONTACT PERSON** IS AN INDIVIDUAL WHO THE CONTACTED BY PERSON SPOKE WITH TO VERIFY EMPLOYMENT OR SCHOOL. CONTACT PERSON CANNOT BE THE INDIVIDUAL WHO IS APPLYING FOR THE BADGE OR THE CONTACTED BY PERSON.
 - c. **CONTACTED BY** SIGNS THE BOTTOM OF THE PAGE.

IDENTIFICATION REQUIREMENTS

1. **PASSPORT **or****
2. **DRIVER'S LICENSE AND SOCIAL SECURITY CARD **or****
3. **DRIVER'S LICENSE AND BIRTH CERTIFICATE**

NOTE – DRIVER'S LICENSE AND MILITARY ID ARE NOT ACCEPTABLE TWO FORMS OF IDENTIFICATION REQUIREMENTS

CLASSES AND / OR FINGERPRINTS
PASSWORD FOR SCHEDULING – badge

1. MONDAY THROUGH FRIDAY BETWEEN THE HOURS OF 9am AND 1:30pm.
2. INDIVIDUALS WHO NEED TO CROSS THE RUNWAYS AND TAXIWAYS WILL NEED TO GO THROUGH A PRACTICAL TESTING ON TUESDAY AND THURSDAY. WE REQUEST THAT YOU CALL PRIOR TO COMING OUT TO ENSURE PRACTICAL DRIVER'S TESTING WILL BE CONDUCTED THAT DAY. WE ARE NOT RESPONSIBLE FOR UNFORSEEN INCIDENTS THAT WE CANCEL PRACTICAL DRIVER'S TESTING.
3. PLEASE GO TO www.savannahairport.com TO SCHEDULE YOUR APPOINTMENT.
 - a. CHOOSE SECURITY.
 - b. GO TO BADGING OFFICE
 - c. CHOOSE SCHEDULING {WRITTEN IN RED}
 - d. PASSWORD - **badge**
 - i. PHASE 1 IS THE INITIAL APPOINTMENT TO DROP OFF YOUR APPLICATION AND TWO FORMS OF IDENTIFICATION.
 - ii. PHASE 2 IS TAKING THE SIDA AND / OR DRIVER'S TRAINING; PICKING UP YOUR IDENTIFICATION BADGE.
4. IF YOU CANNOT MAKE YOUR APPOINTMENT, PLEASE CALL US AT 912-964-7501 EXT 4424 OR 4425. IF YOU ARE LATE FOR YOUR APPOINTMENT, YOU WILL HAVE TO WAIT FOR THE NEXT AVAILABLE SLOT OR RE-SCHEDULE YOUR APPOINTMENT.

SECURITY THREAT ASSESSMENT

1. TAKES 3 – 14 DAYS; SOMETIMES LONGER

COST FOR IDENTIFICATION BADGES / PARKING TAG

CASH OR CHECK – EXACT AMOUNT

1. SIDA / STERILE / PARKING BADGE - **\$15.00**
2. NON – READER BADGES - **\$7.50**
3. CREW MEMBER BADGE FOR AIRLINES THAT FLY OUT OF SAVANNAH - **\$140.00**
4. CREW MEMBER BADGE FOR AIRLINES THAT DO NOT FLY OUT OF SAVANNAH - **\$200.00**
5. PARKING PERMIT - **\$2.50**
6. FINGERPRINTS - **\$27.00**
7. DEPOSIT FOR CONSTRUCTION COMPANIES {PER COMPANY} - **\$100.00 – REFUNDED WHEN ALL BADGES ARE RETURNED**

QUESTIONS

1. IF YOU HAVE ANY QUESTIONS, PLEASE CONTACT –
 - a. Pamela W Jones – 912-964-7501 ext 4424
 - b. Tracy Perryman – 912-964-7501 ext 4425
 - c. E-mail – pjones@savannahairport.com
 - d. Fax – 912-965-2727
 - e. Mailing Address –
400 Airways Avenue
Savannah, GA 31408