

# **LINCOLN AIRPORT AUTHORITY IDENTIFICATION BADGE APPLICATION PROCESS**

## **Step One**

- Print the Application Packet. This packet includes the NEW APPLICATION form, PRIVACY ACT NOTICE form, and the SOCIAL SECURITY AUTHORIZATION RELEASE form.
- Complete Section 1 and Section 2 of NEW APPLICATION form. Sign and date the application at the end of Section 2.
- Your Organization / Company Authorized Signatory Authority must complete Section 3 of the NEW APPLICATION form. (The Authorized Signatory Authority for your Organization / Company must be current on their required annual training. Contact the LAA Badge Issuing Office at (402) 458-2484 for addition information.)
- Complete the PRIVACY ACT NOTICE and the SOCIAL SECURITY AUTHORIZATION RELEASE form.
- Bring the completed application and completed forms to the LAA Badge Issuing Office located in the lower level of the Airport Terminal Building. Take the elevator or stairs and follow the signage directing you to the Communication Center. Unless billing arrangements have been made through your Organization / Company payment is due at application. The cost of a badge is \$37 or \$64 depending on the type of badge needed.
- Applicants must bring a valid State issued driver's license along with either a Social Security Card or Birth Certificate with a raised state seal. Photo copies are not accepted. A Passport will be accepted in lieu of all other forms of identification. If using a Passport from a country other than the United States, the Passport must not be expired.

## **Step Two**

- After your application is submitted, the Lincoln Airport Authority will begin processing. You will be notified via email when you application has been approved. It generally takes a minimum of 5 business days for processing; however, depending on the access level needed this process may take additional time. In addition, applicants requesting unescorted access to the SIDA area must submit to a fingerprint based Criminal History Records Check and may be denied an LAA Identification badge for disqualifying criminal offenses as defined in 49 CFR 1542.209. A fingerprint based Criminal History Records Check is not required for NON-SIDA badge applications. If your application is approved, information will be included in the approval notification email on how to access LAA's web-based training portal so that you may complete all required training remotely. Once you have been approved