



# DETROIT METROPOLITAN WAYNE COUNTY AIRPORT AIRPORT ID BADGE RENEWAL FORM

## SECTION I – Employee Information (Print legibly - Use black or blue ink - Original documents required)

Badge #: \_\_\_\_\_ Email Address: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Name: \_\_\_\_\_  
Last First Middle

Home Address: \_\_\_\_\_  
Number Street (apt #, bldg. #, etc.) City State Zip

Length of time residing at address above (years and months): \_\_\_\_\_

**Two (2) pieces of valid (unexpired) documentation is required. Copies will not be accepted.** At least one ID must have been issued by a Government authority and at least one must include a photo. Renewal applicants must provide documentation that establishes both identity as well as employment eligibility. Federal Employee must present their Federal Identification Card Only. Please have a document that reflects your citizenship status and your eligibility to work in the US. For a complete list of acceptable documents please refer to: <http://www.wcaa.us/Portals/WCAACorp/Acceptable%20Identification.pdf>.

**Born in the U.S.**

- Driver's License
- State Identification
- U.S. Passport
- Social Security Card
- Original Birth Certificate

**U.S Citizen Born Outside U.S.**

- Driver's License
- State Identification
- U.S. Passport
- Certificate of Birth Abroad

**Non-U.S. Citizens**

- Driver's License
- Foreign Passport with I-94 or I-551
- Employment Authorization
- Permanent Residency Card
- Non-Immigrant Visa

## SECTION II – Applicant Certification

### Security Responsibility Agreement:

- I acknowledge that under Federal Regulation 49 CFR 1542.209, I will notify the Airport within 24 hours if I am arrested, charged, arraigned or convicted of any disqualifying criminal offense.
- I will not allow anyone to use my Airport ID Badge.
- I will wear my Airport ID Badge above my waist on my outermost garment at all times when in the Security Sensitive areas.
- I will challenge and report any individual who is not displaying a **VALID** Airport ID Badge in a Security Sensitive area and will immediately report the incident to Airport Security or Airport Police.
- I will ensure proper closing and locking of any security door or gate I access before leaving.
- I will not allow anyone to follow me or my vehicle through any security door or gate.
- I will report the theft or loss of my Airport ID Badge immediately to Airport Security.
- I will immediately report any security violation I witness or any damage to any security equipment to Airport Security or Airport Police.
- I will submit to TSA passenger screening and not leave the sterile area before boarding a plane as a passenger.
- I will submit to employee screening prior to reporting for work.

## SECTION III – Privacy Act Notice

**Authority:** 6 U.S.C. § 1140, 46 U.S.C. § 70105; 49 U.S.C. §§ 106, 114, 5103a, 40103(b)(3), 40113, 44903, 44935-44936, 44939, and 46105; the Implementing Recommendations of the 9/11 Commission Act of 2007, § 1520 (121 Stat. 444, Public Law 110-52, August 3, 2007); and Executive Order 9397, as amended.

**Purpose:** The Department of Homeland Security (DHS) will use the biographic information to conduct a security threat assessment. Your fingerprints and associated information will be provided to the Federal Bureau of Investigation (FBI) for the purpose of comparing your fingerprints to other fingerprints in the FBI's Next Generation Identification (NGI) system or its successor systems including civil, criminal, and latent fingerprint repositories. The FBI may retain your fingerprints and associated information in NGI after the completion of this application and, while retained, your fingerprints may continue to be compared against other fingerprints submitted to or retained by NGI. DHS will also transmit your fingerprints for enrollment into US-VISIT Automated Biometrics Identification System (IDENT). If you provide your Social Security Number (SSN), DHS may provide your name and SSN to the Social Security Administration (SSA) to compare that information against SSA records to ensure the validity of the information.

**Routine Uses:** In addition to those disclosures generally permitted under 5 U.S.C. 552a(b) of the Privacy Act, all or a portion of the records or information contained in this systems may be disclosed outside DHS as a routine use pursuant to 5 U.S.C. 552a(b)(3) including with third parties during the course of a security threat assessment, employment investigation, or adjudication of a waiver or appeal request to the extent necessary to obtain information pertinent to the assessment, investigation, or adjudication of your application or in accordance with the routine uses identified in the TSA system of records notice (SORN) DHS/TSA 002, Transportation Security Threat Assessment System. For as long as your fingerprints and associated information are retained in NGI, your information may be disclosed pursuant to your consent or without your consent as permitted by the Privacy Act of 1974 and all applicable Routine Uses as may be published at any time in the Federal Register, including the Routine Uses for the NGI system and the FBI's Blanket Routine Uses.

**Disclosure:** Furnishing this information (including your SSN) is voluntary; however, if you do not provide your SSN or any other information requested, DHS may be unable to complete your application for a security threat assessment. I understand the Airport will collect and store biographical/biometric data for Airport security internal use only. WCAA will never share, sell, or rent individual personal information with anyone without your advance permission or unless ordered by a court of law. Information submitted to us is only available to employees managing this information for purposes of contacting you or sending you emails for information related to your employment at the Airport. **SCREENING NOTICE:** Any employee holding a credential granting access to a Security Identification Display Area may be screened at any time while gaining access to, working in, or leaving a Security Identification Display Area.

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_