

BLI NON-SIDA (GENERAL AVIATION) SECURITY BADGE APPLICATION & RENEWAL PROCESS

For individuals with an operational need for unescorted access to the General Aviation ramp.

1. **OBTAIN** a Non-SIDA badge application online or from the Airport Administration Office. FBO/tenant employees must receive an authorizing signature from their company's Authorized Signatory on the badge application in order to apply. If you are not an FBO/tenant employee and do not maintain a hangar/long-term tie-down with the Port of Bellingham, badge sponsorship may be required.
 - a. www.portofbellingham.com > Airport > Airport Administration > Security Badges
2. **PRESENT** the completed Non-SIDA badge application and two (2) forms of I-9 identification to the Airport Administration Office; identification presented must be the original form and unexpired, photocopies will not be accepted.
 - a. *All badge application information will be submitted to the Transportation Security Administration (TSA) for clearance processing. A TSA Security Threat Assessment (STA) clearance may take up to two weeks or longer for processing/approval.*
 - b. *There will be a waiting period to reinstate the Security Threat Assessment (STA) clearance if the previously issued badge was not renewed within approximately 30 days of the badge expiration date. The waiting period could take up to 2 weeks or longer. **Do not wait until your badge expires to initiate the renewal process. Plan Accordingly.***
3. **COMPLETE** all FAA & TSA required online training courses once assigned by the Airport badging office. Once the training is complete, return the signed training course completion certificates to the Airport Administration Office within 30 business days of clearance notification or 30 calendar days of badge expiration, in order to receive a new/renewal badge. If you do not receive your new or renewal badge within the designated timeframe, you will be removed from the badge application process and required to reapply at a later date. Appointments are required for this service and drop-ins may be turned away. **Appointments are required for this service and drop-ins may be turned away.**

Training Courses:

- Introduction Course (Optional)
- System Requirements (Optional)
- General Aviation Security Training – *Will be assigned upon receipt of an approved STA*
- Non-Movement Area Driver's Training

Training Website Help:

- Internet Explorer is the recommended web browser to use. Please complete the "System Requirements" course to ensure your computer is compatible with the website.
- Please contact Safety & Security Instruction for further troubleshooting assistance at (602) 956-6959 ext. 33

IMPORTANT: All identification badges issued by the Port of Bellingham are the property of the Port of Bellingham and must be returned upon expiration, separation of employment (for any reason), when job function no longer requires a Port of Bellingham issued identification badge, or upon demand of the Port of Bellingham. Any misuse of or willful failure to return a Port of Bellingham issued identification badge is subject to criminal misdemeanor prosecution. A fee will be charged to the applicant, if the applicant does not return their identification badge to the Bellingham Airport Administration Office ninety (90) days after the badge is no longer valid.