



Jackson Municipal Airport Authority (JMAA)

Identification Office Procedures

I. Badging & Training Procedures

- A. All personnel engaged in work-related activity at Jackson-Evers International Airport (JEIA) are required to obtain personnel identification media issued by JMAA Identification Office.
- B. Each individual must submit a JMAA Badge Application (Exhibit 1) sign by an authorized company representative. The application initiates the badging process, and is required for all identification media's (Blue, Orange, White & Green).
 - i. To expedite the application process, the badge application is available via the JMAA webpage www.jmaa.com ; to access the application link contact the Identification Office whereby you will be assigned an account (username/password) granting access to the application electronically. The account is issued at no cost, to an authorized company representative.
 - ii. The authorized company representative is responsible for returning all badges (even those that may be expired) when the individual to whom the badge was issued is no longer employed with the company.
- C. Security Identification Display Area (SIDA) training is required for all individual requesting unescorted access to the SIDA, (Blue, Orange & White badge holders).
- D. Airfield Driver's training is required for all individual's whose job duties and responsibilities require access to Movement & Non-Movement Areas (Blue & Orange badges holders).
- E. Individuals must present two forms of personal identifications as so listed in Section II, one must be a government issued picture ID.
- F. Each employee is responsible for obtaining his/her own badge from the Airport Identification Office.

II. Identity and Work Authorization Verification Procedures

A. Individuals applying for a JMAA personnel identification media, JMAA Identification Office personnel must determine your Identity by reviewing and copying any of the documents listed in column A or B below.

B. JMMA Identification Office personnel must determine your Employment Eligibility before issuing a personnel identification media, by reviewing and copying any of the documents listed in column A or C below.

List A	OR	List B	AND	List C
<p>Documents that Establish Both Identity and Employment Eligibility</p> <ol style="list-style-type: none"> 1. U.S. Passport (unexpired or expired) 2. Certificate of U.S. Citizenship (USCIS Form N-560 or N-561) 3. Certificate of Naturalization (USCIS Form N-550 or N-570) 4. Unexpired foreign passport, with I-551 stamp or attached Form I-94 indicating unexpired employment authorization 5. Permanent Resident Card or Alien Registration Receipt Card with photograph (USCIS Form I-151 or I-551) 6. Unexpired Temporary Resident Card (USCIS Form I-688) 7. Unexpired Employment Authorization Card (USCIS Form I-688A) 8. Unexpired Reentry Permit (USCIS Form I-327) 9. Unexpired Refugee Travel Document (USCIS Form I-571) 10. Unexpired Employment Authorization Document issued by USCIS that contains a photograph (USCIS Form I-688B) or USCIS Form I-766 	<p>OR</p>	<p>Documents that Establish Identity</p> <ol style="list-style-type: none"> 1. Driver's license or ID card issued by a State or outlying possession of the United States provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address 2. ID card issued by Federal, State, or local government agency or entity provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address 3. School ID card with a photograph 4. Voter's registration card 5. U.S. Military card or draft record 6. Military dependent's ID card 7. U.S. Coast Guard Merchant Mariner Card 8. Native American tribal document 9. Driver's license issued by a Canadian government authority <p>For persons under the age of 18 who are unable to present a document listed above</p> <ol style="list-style-type: none"> 1. School record or report card 2. Clinic, doctor, or hospital record 3. Day-care or nursery school record 	<p>AND</p>	<p>Documents that Establish Employment Eligibility</p> <ol style="list-style-type: none"> 1. Social Security card issued by the Social Security Administration (other than a card stating it is not valid for employment) 2. Certification of Birth Abroad Issued by the Department of State (Form FS-545 or Form DS-1350) 3. Original or certified copy of a birth certificate issued by a State, county, municipal authority, or outlying possession of the United States bearing an official seal 4. Native American tribal document 5. U.S. Citizen ID Card (USCIS Form I-197) 6. ID Card for use of Resident Citizen in the United States (USCIS Form I-179) 7. Unexpired employment authorization document issued by USCIS (other than those listed under List A)

III. Fingerprint Criminal History Records Check (CHRC) Procedures

- A. In accordance with 49 CFR § 1542.209 and the Airport Security Program, JMAA Identification Office must conduct a fingerprint CHRC prior to issuing a personnel identification medium to each individual seeking unescorted access authority to all SECURE, SIDA, and STERILE areas, this includes (Blue, Orange, White badges). The estimated time for returns on individual CHRC after submission to the TSA is approximately 48hrs. The individual CHRC must not disclose that he or she has a disqualifying criminal offense.

IV. Security Threat Assessment (STA) Procedures

- A. In accordance with 49 CFR § 1542.103, Effective October 1, 2007, JMAA Identification Office can not issue any type (Blue, Orange, White, or Green) personnel identification media to an individual until the Transportation Security Administration (TSA) has completed a STA on an individual and has determined that they do not pose a security threat. **TSA reports that they expect to return STA results within 72 hours to 2 weeks.** The STA is a process whereby JMAA Identification Office is required to submit certain biographic information to the TSA in order to conduct the STA:

- i. Full Name (including aliases/other names used)
 - a. Last name, First name, Middle name or initial, where available
- ii. Personal Information
 - a. Gender (M or F), Date of birth (MMDDYYYY), Place of birth (country), Social Security Number (voluntary), Citizenship country code
- iii. Alien Registration Number (**required if a number has been issued**)
- iv. Non-Immigrant Visa Number (**required if a number has been issued**)
- v. Passport (voluntary, and may expedite the adjudication process for applicants who are U.S. citizens born abroad.)
 - a. Passport country, Passport number
- vi. Employer's Name

- V. TSA stressed that airports are still required to adjudicate the Criminal History Record Check (CHRC) prior to issuing Secure Identification Display Area (SIDA) media. In other words, airport operators must check both the CHRC and STA results prior to issuing identification media to individuals with unescorted access to the SIDA or sterile area.