



# Access/Identification Media Application

Must present two unexpired forms of ID (First and Last Names must match exactly)

## PERSONAL INFORMATION (Please either type or write legibly – Cannot both type and write on form).

EMPLOYER NAME \_\_\_\_\_

LAST NAME \_\_\_\_\_

FIRST NAME \_\_\_\_\_ MIDDLE NAME \_\_\_\_\_

OTHER NAMES USED (PROVIDE THE GIVEN NAME AND SURNAME) \_\_\_\_\_ SSN \_\_\_\_\_

EMAIL ADDRESS \_\_\_\_\_

MAILING ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_ COUNTRY \_\_\_\_\_

DOB \_\_\_\_\_ SEX M  F  PHONE \_\_\_\_\_ RACE \_\_\_\_\_

HEIGHT \_\_\_\_\_ WEIGHT \_\_\_\_\_ HAIR COLOR \_\_\_\_\_ EYE COLOR \_\_\_\_\_

DRIVER'S LICENSE NUMBER (IF NO DRIVER'S LICENSE, LEAVE BLANK) \_\_\_\_\_ STATE \_\_\_\_\_ EXPIRES \_\_\_\_\_

COUNTRY OF CITIZENSHIP \_\_\_\_\_ PLACE OF BIRTH (U.S. STATE OR FOREIGN COUNTRY) \_\_\_\_\_

PASSPORT NUMBER \_\_\_\_\_ PASSPORT COUNTRY \_\_\_\_\_

I-9 DOCUMENT: NON-IMMIGRANT VISA  I-94 FORM  I-9 DOCUMENT NUMBER \_\_\_\_\_

ALIEN REGISTRATION NUMBER \_\_\_\_\_ U.S. CERTIFICATE OF BIRTH ABROAD (DS-1350 OR FOREIGN COUNTRY) YES  NO

APPLICANT SIGNATURE \_\_\_\_\_ DATE OF APPLICATION \_\_\_\_\_

## NEXT ITEMS MUST BE COMPLETED BY THE AUTHORIZED SIGNATORY AND ARE REQUIRED FOR PROCESSING

COMPANY NAME \_\_\_\_\_ PHONE \_\_\_\_\_

BADGE TYPE REQUESTED  
MUST CHECK ONLY ONE SECURED  STERILE  AIRPORT WIDE  CARGO AREA  GENERAL AVIATION  MRO

DRIVER'S TRAINING  
RAMP (REQ. RAMP TRAINING)  AOA (REQ. OPS TRAINING)  ACTAXI OR TWY (REQ. OPS TRAINING)

ESCORT  
MUST CHECK ONE WILL ESCORT (ATTACH ESCORT FORM)  WILL NOT ESCORT  ARMED (LEO ONLY) YES  NO

US CUSTOMS (FIS) AREA YES  MUST COMPLETE AND SUBMIT CBP FORM 3078 TO CUSTOMS LOCATED ON THE GROUND FLOOR OF THE TERMINAL FOR APPROVAL. CBP FORM 3078 CAN BE FOUND ON THE BADGING OFFICE WEBPAGE.

EMPLOYEE PARKING MUST HAVE DRIVER'S LICENSE YES  EMPLOYER INVOICE YES  3 MO.  6 MO.  9 MO.  12 MO.  CREDIT TRANSFER INVOICE ONLY

## AUTHORIZED SIGNATORY CERTIFICATION

I HEREBY CERTIFY THAT ALL CONDITIONS OF TSA REGULATION 49CFR, PARTS 1540, 1542, 1544 AND 1546 HAVE BEEN MET. I FURTHER CERTIFY THAT THE ORGANIZATION THAT I REPRESENT ASSUMES RESPONSIBILITY FOR ALL FINES OR OTHER PENALTIES IMPOSED BY THE TSA UPON METROPOLITAN NASHVILLE AIRPORT AUTHORITY FOR ANY VIOLATION(S) BY THIS APPLICANT. I UNDERSTAND THAT ANY INTENTIONALLY FRAUDULENT OR FALSE STATEMENTS IN ANY APPLICATION FOR ANY SECURITY PROGRAM, ACCESS MEDIUM OR IDENTIFICATION BADGE IS A VIOLATION OF TSR 1540.103 AND UNITED STATES CODE TITLE 18, SECTION 1001. I MAY BE PERSONALLY SUBJECT TO FEDERAL CIVIL PENALTIES AND CRIMINAL PROSECUTION.

I, \_\_\_\_\_ APPROVE \_\_\_\_\_ 'S MEDIA  
AUTHORIZED SIGNATORY'S NAME (PLEASE PRINT) APPLICANT'S NAME (PLEASE PRINT)

APPLICATION FOR \_\_\_\_\_  
COMPANY NAME (PLEASE PRINT) AUTHORIZED SIGNATORY'S SIGNATURE DATE



# MNAA Badging Office



## Privacy Act Notice

**Authority: 49 U.S.C. §§114, 44936 authorizes the collection of this information.**

**PURPOSE:** The Department of Homeland Security (DHS), and other Authorized Agencies, will use the biographical information to conduct a security threat assessment and will forward any fingerprint information to the Federal Bureau of Investigation to conduct a criminal history records check of individuals who are applying for, or who hold, an airport-issued identification media or who are applying to become a Trusted Agent of the airport operator will also transmit the fingerprints for enrollment into the US-Visit's Automated Biometrics Identification System (IDENT). If you provide your Social Security Number (SSN), DHS and other Authorized Agencies may provide your name and SSN to the Social Security Administration (SSA) to compare that information against SSA's records to ensure the validity of your name and SSN. In accordance with TSA-NA-21-01A, airport operator issued identification media revoked for non-compliance with aviation security requirements will promptly result in the individual being listed in the Centralized Revocation Database for five (5) years from the date the violation occurred.

**ROUTINE USES:** This information may be shared 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 Transportation Security Threat Assessment System (T-STAS), DHS and other Authorized Agencies.

**DISCLOSURE:** Furnishing this information (including your SSN) is voluntary; however, if you do not provide your SSN or any other information requested, DHS and other Authorized Agencies may be unable to complete your application for identification media. You must sign this form to be eligible for an access media even if you refuse to provide your SSN or you do not have a SSN.

I authorize the Social Security Administration to release my Social Security Number and full name to the Transportation Security Administration, Office of Transportation Threat Assessment and Credentialing (TTAC), Attention:

Aviation Programs (TSA-19)/Aviation Worker Program  
601 South 12th Street  
Arlington, VA 20598

I am the individual to whom the information applies and want this Information released to verify that my SSN is correct. I know that if I make any representation that I know is false to obtain information from Social Security records, I could be punished by a fine or imprisonment or both.

SSN \_\_\_\_\_ DATE OF BIRTH \_\_\_\_\_

FULL NAME \_\_\_\_\_  
(FIRST MIDDLE LAST)

SIGNATURE \_\_\_\_\_

# MNAA Badge Holder Responsibilities



## General Security Responsibilities

As an MNAA badge holder I understand and will comply with the following requirements:

My MNAA badge is the property of the Airport Authority. Any MNAA representative is allowed to inspect my badge to verify personal identification and to ensure compliance with current regulations.

\_\_\_\_\_ INITIAL

My MNAA badge must be returned immediately to the identification office if any of the following occur: resignation, termination, transfer, lay off, or for any other reason the badge is no longer needed.

\_\_\_\_\_ INITIAL

My MNAA badge is for Official Use Only. I will not tamper with, mutilate, loan, borrow, or reproduce my badge in any manner.

\_\_\_\_\_ INITIAL

I understand that I am subject to both criminal history and background record checks. I also understand that I am required to immediately report any changes to my criminal history to the MNAA ID Office.

\_\_\_\_\_ INITIAL

I will keep my badge secured at all times and I will also keep my Personal Identification Number (PIN) confidential.

\_\_\_\_\_ INITIAL

I will not access, or attempt to access, any area of the airport without a valid OPERATIONAL NEED.

\_\_\_\_\_ INITIAL

I will not bring, carry or transport any items on the TSA Prohibited Item List on to airport property without a valid operational need.

\_\_\_\_\_ INITIAL

I understand that the Shuttle Station and Satellite Concourse is not accessible from the RAMP and I must utilize the shuttle bus provided from the main terminal.

\_\_\_\_\_ INITIAL

**I acknowledge the above responsibilities:**

**PRINT NAME** \_\_\_\_\_

**COMPANY** \_\_\_\_\_

**SIGNATURE** \_\_\_\_\_

**DATE** \_\_\_\_\_

# MNAA Badge Holder Responsibilities



## Challenge Program Responsibilities

### As a BNA Badge Holder I understand that:

1. I am responsible for challenging any person or persons, not properly wearing or displaying their BNA badge within the Airport Operations Area (AOA), Secured Area (SA), or Security Identification Display Area (SIDA).

\_\_\_\_\_ INITIAL

2. I am responsible for challenging an individual and for verifying the following: (a) the individual challenged is in possession of a BNA badge, (b) the badge is not expired, (c) the picture matches the individual being challenged and (d) the individual is in an authorized area.

\_\_\_\_\_ INITIAL

3. I am responsible for immediately reporting any individual that refuses to comply with my request to challenge to the Airport Communications Center at 615-275-1703.

\_\_\_\_\_ INITIAL

4. I understand that if I fail to follow the above challenge procedures I am subject to a Breach of Rules which carries the following penalties:

As a BNA Badge Holder I understand that:

- a. 1st Breach of Rules – access suspended for 48 business hours
- b. 2nd Breach of Rules – access suspended for 72 business hours
- c. 3rd Breach of Rules – access suspended for six months

\_\_\_\_\_ INITIAL

**PRINT NAME** \_\_\_\_\_

**COMPANY** \_\_\_\_\_

**SIGNATURE** \_\_\_\_\_ **DATE** \_\_\_\_\_

**NOTE:** Individuals that dispute the receipt of a Breach of Rules must do so in writing to the Airport Security Coordinator (ASC) within 5 business days. The ASC will review the incident and issue a decision. All decisions by the ASC are final.

# SMS Safety Policy Statement



At the Metropolitan Nashville Airport Authority (MNA), safety stands as our paramount priority. Safety is a core value that we ingrain across our operation. We are committed to maintaining a safe and secure environment for all employees, partners, tenants, and the public. Our Part 139 regulated Safety Management System (SMS) is designed to identify, assess, and mitigate risks and to foster a culture where every employee and leader within our organization recognizes they are responsible for safety.

MNA is committed to implementing an SMS through the following objectives:

- Integrating safety into all aspects of the Airport's operations, eliminating its perception as a separate compliance obligation
- Providing the necessary resources to execute our SMS program
- Identifying hazards, assessing their risk, and developing and implementing pragmatic mitigation strategies in collaboration with our partners, where appropriate and where possible
- Providing a reporting tool which ensures confidentiality for Airport staff and key stakeholders to ensure that safety concerns and/or hazards are reported
- Pursuing continuous improvement by systematically measuring safety performance indicators
- Engaging all stakeholders in the safety process through various means of collaboration
- Holding MNA managers and leaders accountable for integrating safety into all aspects of the Airport's operations
- Providing thoughtful training programs to increase knowledge of staff with key roles in and function within the Airport's SMS program

Every employee and leader bear the responsibility for our safety performance, underscoring our collective commitment to safety excellence.

Safety starts with me.

Adam Floyd, CM  
Chief Operating Officer  
Metropolitan Nashville Airport Authority

I acknowledge that I have read and understand the SMS Safety Policy Statement.

NAME \_\_\_\_\_

SIGNATURE \_\_\_\_\_

DATE \_\_\_\_\_