

PROCEDURES FOR OBTAINING AIRPORT ID BADGES AT THE GENERAL AVIATION (GA) AIRPORTS

Companies requiring Airport identification (ID) badges for their employees at Tamiami, Opa-Locka and Homestead must:

- A. Obtain an ID badge application package consisting of the following at the airport of interest:
 - 1. A LEASE/PERMIT CONFIRMATION FORM to be completed by General Aviation (GA) Properties. (Attachment 1)
 - 2. A sample form letter to be followed for the Company writing the Company Authorized Representative letter. (Attachment 2)
 - 3. An Airport Identification Badge Application for General Aviation Airports. Copies may be made as required. (Attachment 3)
 - 4. A Ten-year Employment History Verification Form.
- B. Fill out the upper part of Attachment 1.
- C. Submit to the Miami-Dade Aviation Department (MDAD) a letter of introduction written on Company letterhead describing the type of services provided by the company.
- D. Following the sample provided as Attachment 2, prepare a similar letter on company letterhead, authorizing one or two of your employees to request an Airport ID badge (the individual signing this letter can be one of the authorizing signatories).
- E. Fill out the General Aviation Airport Identification Badge Application (one Form per employee).

The authorized signatory and each ID badge applicant are required to read Section V-Applicant's Certification on the fourth page of the Airport Identification Badge Application for General Aviation Airports Form, and sign it to indicate acknowledgment that every item contained therein has been read, understood, and agreed upon.

This Form will not be accepted by MDAD if it altered, including use of correction fluid, torn, or otherwise defaced.

- F. The complete package (Attachments 1, 2, 3, and 4), must be submitted to the Identification Badge Section of the GA Airport of interest for processing and approval.
- G. MDAD reserves the right to deny or revoke the ID badge authorization of any company, agency or individual where such action is determined to be in the interest of Airport security.
- H. The fee for the Airport ID badge, as established by the Board of County Commissioners, will be paid to MDAD in the form of cash, cashier's check, personal check, company check, or money order. A fee is also assessed for the first replacement of lost or stolen ID badge and for the second replacement within twelve months of original issued date.
- I. All authorized company signatories and ID badge applicants must attend security-training courses offered by MDAD.

For additional information regarding this package, please contact the MDAD Security & Safety Division Coordinator at (305) 876-7531.