TV Badge Process as of 4-17-2012

To qualify for a badge at BTV you will need to complete and pass three assessments.

1. Pass a Security Threat Assessment from the TSA. (STA)
2. Pass an FBI Criminal History Record Check. (CHRC)
3. Complete a Security Identification Display Area (SIDA) class and pass the corresponding exam.

If driving on the airfield, an additional driver training class and exam are administered after the SIDA class.

1. THE SECURITY THREAT ASSESSMENT (STA) PROCESS

1. Complete the BTV Media application in full. The application must obtained from Airport Operations. Make sure your signatory authority completes Section III.
2. Bring your completed BTV ID Media Application to Airport Operations with the approved forms of ID listed on page 4 of the application.
3. There is a onetime charge of $11.00 payable cash or check only to the 'Burlington International Airport' for this STA.

This payment should be combined with the Fingerprint processing fees listed below.

2. THE FINGERPRINT (CHRC) PROCESS

1. Complete the fingerprint application and deliver to Airport Operations. Bring your approved forms of ID listed on page 4 of the BTV ID Media Application (if you haven’t already done so) for the Security Threat Assessment.
2. Make an appointment for fingerprinting with the Chittenden County Sheriff’s Office at 802-863-4341. The Sheriff will charge $25.00 payable by cash (preferred) or check. The Sheriff will deliver the cards to Kelly Colling in Airport Operations.

Note-You can use another agency for fingerprinting, but you must first obtain a 'BTV' fingerprint card from Airport Operations. To maintain the chain of custody, the agency must hand deliver or Fed Ex the fingerprint card directly to Kelly Colling in Airport Operations.

3. Pay the fingerprint-processing fee of $29.00 per card and the Fed Ex fee of $21.00 per Fed Ex envelope payable check only to the 'Burlington International Airport'. Payments are accepted in the Administration Office. You may pay this fee at anytime before being fingerprinted but it MUST be paid within 72 hours of when Airport Operations receives the card from the fingerprinting agency. (Example: The Sheriff brings Airport Operations 4 fingerprint cards from your company. You would pay $29.00 x 4 plus $21.00.)

Note- If you give Airport Operations your company’s Fed Ex number to use then the Fed Ex fee is waived.
Airport Operations will Fed Ex the card to the processing center and notify you when the results are returned. Badges must be issued within 30 days of receiving results or the applicant will need to be re-processed.

3. TESTS/TRAINING

1. Every applicant must attend the Security and Driving Class before they can be issued a badge. Classes are held each Wednesday at 0830 in the terminal building. Space is limited so you must sign up in advance by calling Airport Operations (802-316-6014) or e-mailing Kelly Colling at kcolling@btv.aero

2. The person that signs the badge applications for your company must complete yearly Signatory Authority Training administered by Airport Operations.