

**Welcome to Patrick Leahy Burlington International Airport (BTV). To qualify for a badge at BTV, you must:**

- Pay the appropriate fees (see section D below)
- Pass a Security Threat Assessment (STA) from the TSA
- Pass an FBI Criminal History Record Check (CHRC)
- Complete and pass assigned training courses (see section C below)

**A. Security Threat Assessment**

- ➔ Complete the online BTV ID application in full, available through the signatory authority of the company you are required to get a badge for
- ➔ Bring approved forms of ID (I9 forms, see section E below) to your fingerprint appointment

**B. Criminal Record History Check- Fingerprinting**

- ➔ Make a fingerprinting appointment with Airport Operations through the badge application process once prompted. Again, you must bring your original IDs to your appointment. No exceptions

**C. STA and CHRC MUST be approved by the Airport Security Coordinator (ASC) before continuing with the badging process. No exceptions**

- ➔ Once approved:
  - i. The badge applicant will receive an email with their login information for our Interactive Employee Training (IET) website.
  - ii. IET training courses required:
    1. Security
    2. Non-Movement Driver Training (If applicable)
    3. Movement Driver Training (If applicable)
    4. Signatory Authority (If applicable)
    5. Active Shooter Training for Airport Employees
    6. Human Trafficking, Blue Lightning Initiative

Please note: A practical driving exam on the AOA with an Airport Operations Specialist is **required** before your badge will be issued with the appropriate driving endorsement. Please select the proper driving practical selection when scheduling your appointment

**D. Payment**

- BTV accepts all major Credit Cards, checks or money orders made out to “Patrick Leahy Burlington International Airport”
- Payment is required at time of fingerprinting appointment at the badging office

STA	\$11.00
CHRC	\$29.00
Fingerprinting	\$25.00
Badge Printing Fee	\$20.00
<b>TOTAL per person</b>	<b>\$85.00</b>

**E. LIST OF AUTHORIZED DOCUMENTS TO ESTABLISH IDENTITY AND WORK AUTHORIZATION**

For all individuals holding or applying for personnel identification media, the airport operator must determine the identity of the individual by reviewing any of the documents listed in column A **OR** employment eligibility by reviewing any of the documents listed in column A **AND** C below.

List A

or

List B

and

List C

Documents that Establish Both Identity and Employment Eligibility	Documents that Establish Identity	Documents that Establish Employment Eligibility
<ol style="list-style-type: none"> <li>1. U.S. Passport (unexpired or expired)</li> <li>2. Permanent Resident Card or Alien Registration Receipt Card (Form I-551)</li> <li>3. An unexpired foreign passport with a temporary I-551 stamp</li> <li>4. An unexpired Employment Authorization Document that contains a photograph (Form I-766, I-688, I-688A, I-688B)</li> <li>5. An unexpired foreign passport with an unexpired Arrival-Departure Record, Form I-94, bearing the same name as the passport and containing an endorsement of the alien’s nonimmigrant status, if that status authorizes the alien to work for the employer.</li> </ol>	<ol style="list-style-type: none"> <li>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</li> <li>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</li> <li>3. School ID card with a photograph</li> <li>4. Voter’s registration card</li> <li>5. U.S. Military card or draft record</li> <li>6. Military dependent’s ID card</li> <li>7. U.S. Coast Guard Merchant Mariner Card</li> <li>8. Native American tribal document</li> <li>9. Driver’s license issued by a Canadian government authority</li> </ol> <p style="text-align: center;"><b>For persons under the age of 18 who are unable to present a document listed above</b></p> <ol style="list-style-type: none"> <li>10. School record or report card</li> <li>11. Clinic, doctor, or hospital record</li> <li>12. Day-care or nursery school record</li> </ol>	<ol style="list-style-type: none"> <li>1. Social Security card issued by the Social Security Administration <i>(other than a card stating it is not valid for employment)</i></li> <li>2. Certification of Birth Abroad Issued by the Department of State (Form FS-545 or Form DS-1350)</li> <li>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</li> <li>4. Native American tribal document</li> <li>5. U.S. Citizen ID Card (Form I-197)</li> <li>6. ID Card for use of Resident Citizen in the United States (Form I-179)</li> <li>7. Unexpired employment authorization document issued by DHS <i>(other than those listed under List A)</i></li> </ol>