

Burlington International Airport (BTV)

Badge Information/Process

August 14, 2022

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

- A) Pay appropriate fees.(See D below)
- B) Pass a Security Threat Assessment from the TSA (STA).
- C) Pass an FBI Criminal History Record Check (CHRC).
- D) Complete the Security Identification Display Area (SIDA) training. If applicable, driving on the airport training.

A) Security Threat Assessment (STA)

- Complete the BTV ID application in full, available at Airport Operations or by email.
- Make sure your Signatory Authority completes upper left page 1 and Section IV.
- Bring your completed application **and** approved forms of ID (listed on page 5 of the application) to your fingerprint appointment.

B) (CHRC)- FINGERPRINTING

- Make a fingerprinting appointment with Airport Operations. <https://www.btv.aero/about-btv/airport-operations>. Again, you must bring your completed application to your appointment. No exceptions.
 - The charge for fingerprinting is \$25.00 and can be included with the remaining costs (see D below)
 - You must have your acceptable ID's at the time of printing (see page 5 of the application)

C) CHRC and STA Results MUST be approved by the Airport Security Coordinator (ASC) before continuing with the badging process.

Once Approved:

- An ASC will assign and email the username and login information for the Interactive Employee Training (IET). IET training is available for:
 1. SIDA badges
 2. Driver Training, Non-movement
 3. Driver Training, Movement
 - *Note: A practical driving on the AOA with an Operations Specialist is required before your badge being issued with either endorsement. This can be scheduled here:
<https://www.btv.aero/about-btv/airport-operations>
 - 4. Signatory Authority
- Each applicant must PASS the applicable IET before being issued a badge.

D) Payments

- BTV **only** accepts checks or money order made out to "Burlington International Airport".
- You may make payment anytime before being fingerprinted but we request the payment when the application is dropped off to Airport Operations for fingerprinting.

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