

Burlington International Airport (BTV)

Badge Information/Process

July 13, 2020

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

- A) Pass a Security Threat Assessment from the TSA (STA).
- B) Pass an FBI Criminal History Record Check (CHRC).
- C) Complete a Security Identification Display Area (SIDA) class and pass the corresponding exam. If applicable, there is also a corresponding driving course.
- D) Pay appropriate fees.

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 Section IV in the form.
- Bring your completed form **and** approved forms of ID (listed on page 4 of the application) to Airport Operations.

B) (CHRC)- FINGERPRINTING, 2 ways.

1. Make a fingerprinting appointment with Airport Operations. (802) 316-6014. You must bring your completed application (see A above) at the time of printing. 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 4 of the application)
 2. Make a fingerprinting appointment at the Chittenden County Sheriff's Office.
 - Sheriff's Office #: (802)-863-4341
 - The office is located at: 70 Ethan Allen Drive in South Burlington.
- The Sheriff will charge \$25.00 payable by cash (preferred) or check.
 - The Sheriff will deliver the cards to Airport Operations.
 - **NOTE:** To maintain chain of custody, you **cannot** take your fingerprint card with you, the Sheriff must deliver them to Airport Operations. If chain of custody is broken, the fingerprints will have to be redone.

Note-You can use another agency for fingerprinting. To maintain the chain of custody, the agency must hand deliver or Fed Ex the fingerprint card directly to Doug Wood in Airport Operations.

C) CHRC and STA Results MUST be approved before taking the SIDA class.

- SIDA class is held normally Thursdays via ZOOM. +/- 2.5 hours
- Airfield driver training follows the SIDA class and begins approximately 1100. +/- 1.5 hours
- Each applicant must take the class prior to receiving badge.

D) Payments

- BTV **only** accepts checks, made out to "Burlington International Airport".
- Payments are accepted at Airport Operations 7:00am-8:00pm.
- You may make payment anytime before being fingerprinted but we request the payment when the application is dropped off to Airport Operations.

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

*If you give Airport Operations your company's Fed Ex number to use then the Fed Ex fee is waived.

**Companies can put multiple finger print cards into one Fed Ex envelope. (Example: The Sheriff brings Airport Operations 4 fingerprint cards from your company. You would pay \$29.00 x 4 plus \$25.00.)