



Airport ID Badge Rules & Procedures

DM AIRPORTS, LTD. (Airport Operator) is responsible for the issuance of Airport ID Badges to individuals requesting access to the Airport Identification Display Area (AIDA), Aircraft Movement Area (AMA), or the Fuel Farm. The Airport Operator reserves the right to deny or revoke the authorization for an Airport ID Badge.

AIRPORT BADGING - HOURS / LOCATION / PHONE

Airport badging is available by appointment only (*no walk-ins will be accepted*). Badging hours are as follows:

Monday through Friday from 9:00am to 12:00pm

Monday and Friday from 1:00pm to 5:00pm

Tuesday through Thursday 1:00pm to 7:00pm

Closed Saturday, Sunday, and all major Holidays

Airport ID Badging is done in the Airport Operations Office located at 8 Airport Road, Morristown, NJ 07960.

To schedule an appointment, call: (973) 538-6400

If an applicant arrives more than ten minutes late for their appointment, the applicant will need to reschedule.

BADGE APPLICATION

Each Airport Lessee has an Airport Operator approved Badge Coordinator. The Badge Application for an Airport ID Badge can be obtained from your Badge Coordinator. It must be completed by the applicant and the Badge Coordinator as specified on the Application. Both pages of the Application must be filled out completely. An Application must be completed for an initial badge, a badge renewal, an information change or a replacement badge. If you are affiliated with more than one location on the Airport, you must apply for an Airport ID Badge for each location with an Application signed by the appropriate Badge Coordinator. If you are unsure who your Badge Coordinator is, contact the Airport Operations Office at (973) 538-6400.

Once the Application is completed, the applicant must schedule an appointment to take the appropriate Airport training to obtain their Airport ID Badge. Upon arrival for the appointment, proper ID will be verified, and the Application will be checked by the Airport Operator for completeness and accuracy including proper signatures and dates. Signatures are only valid for thirty (30) days. If an Application is incomplete, or if the signatures occurred more than thirty (30) days prior, the applicant will be required to obtain a new Application and reschedule. Only the "original copy" of a completed Application will be accepted. Photocopies will not be accepted.

FEES

There are specified security fees for processing an Application and for the issuance of an Airport ID Badge. Payment must be rendered at the time of issuance. All fees are non-refundable.

Initial Badge or Renewal.....	\$10.00
1 st Replacement (i.e. worn, broken, information/access change, stolen).....	\$25.00
2 nd Replacement (i.e. worn, broken, information/access change, stolen).....	\$35.00
3 rd Replacement (i.e. worn, broken, information/access change, stolen) or Lost Badge	\$50.00

IDENTIFICATION/DOCUMENTATION

All badge applicants must present two (2) forms of identification (ID) or documentation when applying for an Airport ID Badge. At least one ID must be a Government Entity issued photo ID. The documentation must be able to verify the applicant's identity.

Accepted Identification

State Issued Driver's License	FAA Issued Pilot's Certificate
State Issued Identification Card	FAA Issued A&P Certificate
U.S. Military Identification Card	FAA Issued Dispatcher's Certificate
U.S. Passport	Social Security Card
U.S. Visa	Student Identification Card
Resident Alien Card	Credit/Charge/Debit Card

A police report is required for an Airport ID Badge to be considered "stolen". If a police report is not provided, the Airport ID Badge will be considered "Lost" and will be subject to the lost badge fee.

An Airport ID Badge holder must provide proof of an information change, such as a marriage certificate.

TRAINING

Badge applicants must be able to comprehend the Airport's Rules and Regulations, security rules, terms and conditions, security procedures, and possess the ability to perform the responsibilities associated with unescorted access privileges.

To fulfill this requirement, every applicant must pass the Morristown Airport Security and Awareness Interactive Employee Training (IET) in order to receive an Airport ID Badge.

Applicants who are identified to receive access to the AMA, must pass the Morristown Airport Driver Training IET.

Applicants who are identified to receive access to the Fuel Farm, must pass the Morristown Airport Fuel Farm Safety IET.

Applicants that fail any test will be permitted to reapply for an Airport ID Badge and retake the training after thirty (30) days.

Please be aware that IET Training is only available in English. IET training is open and available to those individuals who may not be fluent in English, but they will be required to provide their own translator.

RENEWAL

It is the responsibility of each badge holder to renew his or her Airport ID Badge. Airport ID Badges are issued with an expiration date that is no more than two (2) calendar years from the issue date. All badge holders are required to undergo training upon renewal.

All badge holders who have access to the AMA or Fuel Farm must renew their Airport ID Badge annually.

A new Airport ID Badge will not be issued unless the old one is returned for any renewal.

Failure to renew the Airport ID Badge prior to the expiration date will result in the loss of Airport access privileges.

BADGE REPLACEMENT

Airport ID Badges that have been lost or stolen must be reported immediately to the Airport Operations Office at (973) 538-6400. This notification will allow the Airport ID Badge to be disabled in the security system, so if found, the Airport ID Badge cannot be used to gain access.

Badge holders who require a replacement Airport ID Badge for any reason (i.e. damaged, worn, information change, stolen, etc.), must complete the Airport ID Badge Application before a replacement may be issued. This Application must be filled out completely and signed by the applicant and their Badge Coordinator.

An Airport ID Badge will not be issued unless the old one is returned for any replacement. If an Airport ID Badge holder changes their information or Airport affiliation, they will not be issued a new badge without the old one being returned.

RETURN OF AIRPORT ID BADGES

It is the responsibility of each Badge Coordinator to maintain accountability of all Airport ID Badges issued under their purview. Airport ID Badges must be retrieved and returned to the Airport Operator when a badge holder no longer requires access to the AIDA, AMA, or Fuel Farm.

In cases when an Airport ID Badge is not returned upon separation between the Airport ID Badge holder and their affiliation at the Airport, the Airport Operations Office must be notified by the Badge Coordinator, by telephone or in person, within twenty-four (24) hours. Upon this notification, the Airport Operations Office will disable the Airport ID Badge so it cannot be used to gain access.

All Airport ID Badges remain the property of the Airport Operator. If an Airport ID Badge is not returned within thirty (30) days of the badge expiration or the badge holder's separation from the Airport a \$50.00 invoice for a lost badge will be sent to the Lessee via the Badge Coordinator.

TERMS AND CONDITIONS

All Airport ID Badges remain the sole property of the Airport Operator.

The transfer or use of Airport ID Badges by another individual is strictly prohibited.

Badge holders who need access to more than one location, must obtain an Airport ID Badge for each location through the appropriate Badge Coordinator.

Badge holders who maintain multiple Airport ID Badges must display the proper Airport ID Badge for the location in which they are operating. Failure to display the correct Airport ID Badge will result in a violation.

The holder of the Airport ID Badge shall not aid or participate in allowing unauthorized access to secure or restricted areas or breach, disobey, or disregard any security directive, plan, or program at the Airport.

The Airport Operator reserves the right to revoke the authorization for an Airport ID Badge where such action is determined to be in the best interest of Airport security. The Airport Operator requires the immediate surrender of any Airport ID Badge to the Airport Operator, upon notification that Airport authorization has been revoked.

Any individual possessing an Airport ID Badge shall promptly notify the Airport Operator in the event their Airport ID Badge is lost or stolen.

Any individual possessing an Airport ID Badge shall pay all Airport applicable security fees, including for the issuance of a replacement Airport ID Badge.

A replacement Airport ID Badge may only be issued if the individual possessing the Airport ID Badge provides documentation of an information change or declares in writing that the Airport ID Badge has been lost, damaged, or destroyed and upon payment of the replacement fee.

Any individual possessing an Airport ID Badge shall wear their badge in a clearly visible manner at all times while on the Airport.

The Airport ID Badge must be returned to the Airport Operator upon separation from their Airport affiliation or change of status from the original issuance of the Airport ID Badge.

Any Airport ID Badge not returned within thirty (30) days of expiration or separation of affiliation will be subject to a \$50.00 lost badge fee to be paid for by the Lessee.

Any individual possessing an Airport ID Badge shall comply with all training and terms and conditions for obtaining and possessing Airport ID Badges at the Airport.

Violations of Airport ID Badge training and terms and conditions may result in immediate revocation of the Airport ID Badge and access privileges.