



DM AIRPORTS, LTD. (Airport Operator) has adopted a badge process that will allow individuals who are seeking an Airport ID Badge, to conduct all training online. This document will outline the procedures that need to be followed to apply for an Airport ID Badge through this temporary process.

The 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

All coordination for applying for an Airport ID Badge will be done online for the foreseeable future. Please review the Badge Application and Training sections of this document for additional guidance.

Badge training will be scheduled by the Operations Department once they have received all the following:

1. Completed and signed badge Application,
2. Photo/Scan of two (2) forms of identification (ID), and
3. Clear head shot of applicant in front of neutral background.

When the Operations Department has received the required documentation, they will coordinate directly with the badge applicant and will provide them with access to the online training portal. Emails will be sent to badge applicants on Monday mornings with the link and password for training.

All badge applicants will have seven (7) days to complete the online badge training.

The Operations Department will not retain a record of any IDs that have been submitted. Once the applicant's ID has been verified, those photos or scans will be permanently deleted.

### 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 Badge Coordinator will forward the Application, two (2) forms of approved photo IDs, and a clear head shot of the applicant to [opsonduty@mmuair.com](mailto:opsonduty@mmuair.com). When the Operations Department receives the required information, they will coordinate directly with the applicant to schedule access to the online training portal. Applicants will have seven (7) days to complete the required training, from the date in which they have received the email containing the link and password. Once the applicant has successfully completed the appropriate online trainings, the Airport ID Badge will be delivered to the Badge Coordinator within five (5) days.

## 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.....	No Charge
1 <sup>st</sup> Replacement (i.e. worn, broken, information/access change, stolen) .....	\$25.00
2 <sup>nd</sup> Replacement (i.e. worn, broken, information/access change, stolen) .....	\$35.00
3 <sup>rd</sup> 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 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	Current Airport ID
U.S. Visa	Student Identification Card
Resident Alien 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

During this temporary badge process, all training will be done through an online portal on the Airport's website.

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 Training 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.

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

Please note that Badge Training is only available in English. Badge 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.

## Termination of Temporary Badging Program

It is anticipated that at some point in the future, this temporary badging program will be terminated, and the Airport Operator's normal Badging Program will resume. Notification of termination of this temporary program will come from the Airport Operator to the Badge Coordinators. At that time, anyone who has

been trained as part of this temporary badging process, will have to come to the Airport Operator's office to complete the normal Badging Program training known as Interactive Employee Training (IET).

Operations will maintain a list of all individuals who have been trained through this temporary process. Once notified that this temporary badging process has been terminated, those affected individuals will have thirty (30) days to complete IET training. If training is not completed within 30 days of being notified, badge access will be removed.

Once the IET training is completed a new badge will be issued with a new expiration date.

## 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. In the event that a badge holder works for two tenants on the Airport, they will only be required to turn in the badge that they are renewing. Both badges will carry independent expiration dates and each will require their own training.

## 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. See my previous comment. If you change this, you have to change it on the badge application as well.

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.