

Instructions for Badge Application

COMPLETE APPLICATION IN INK AND PRINT CLEARLY.

FILL OUT EACH SECTION CAREFULLY PAYING PARTICULAR ATTENTION TO THE FIRST PAGE, ANY INCORRECT/MISSING DATA WILL DELAY PROCESSING AND MAY CAUSE INTERUPTION OF ACCESS TO AIRPORT.

Please note that the Application is Color-Coded; please fill out accordingly:

- Black Sections- You, the applicant
- Blue Sections- Airport Office use only
- Green Sections- Authorized signer

Page One-

- Fill out the demographic information as requested
- All other names used DOES include Maiden and Previous married names
- Airport Employer will be one of the following based on who your “Authorized Signer”(pg. 3) is: AirMed, Flying Club, or Rochester Airport Company
- If Place of Birth is outside of U.S. you **MUST** provide Certificate of Naturalization #, Certificate of Birth Abroad #, or Passport #.
- If Country of Citizenship is outside of U.S. you **MUST** provide information regarding your resident status as outlined on the badge application

Page Two-

- Check each individual box accordingly, read and sign at bottom
- Airport administration must also know if you’re awaiting any judicial proceedings

Page Three-

- Read and sign black sections prior to turning in badge application
- “Authorized Signer Information” to be filled out on your behalf requesting your need for a badge:
 - If you **OWN** or **RENT** a hangar at the Airport leave blank, Rochester Airport Company will complete on your behalf
 - If you are in the **Flying Club** or work for **AirMed**, please contact your organization to have them complete this section on your behalf before turning in badge application

Page Four-

- This page to be completed only **after** Security Badge Training

Acceptable Identification-

- Two forms of IDs as outlined on “Acceptable ID List” **MUST** be presented to Airport office at the time you turn in your completed badge application.
- **Photocopied IDs will not be accepted**