

Melbourne Airport Badge Information

Revised: 4/16/2018

General Information: (Refer to the official rules provided with your badge application)

1. AOA Badges expire on your birthday as printed on the badge; expiration time is based on the time of day your badge was issued and can be as early as 0900.
2. Badges are issued for a 'nominal 24-month period'. New or renewed badges within 60 days of your birthday will receive a 2 year badge; renewals more than 60 days early will receive a "1 year+" badge (next birthday plus one year).
3. Expired AOA Badges cannot be renewed. After expiration new Fingerprint and Criminal History Records Checks are required (new badge fees).
4. New badges and renewals require a current application form printed in color with unexpired ID and proof of citizenship or residency (see application instructions).
5. Badges are Airport property and must be returned, even expired badges. **The fee for non-returned badges is \$100.**
6. For Badge Office business, take your parking stub in for validation.

Costs Billed to Badge Sponsor (as of Jan '13):

- Badge Renewal - \$35.00
- New Badge - \$75.00. This includes TSA processing and cost of the badge.

Contact Numbers:

Airport Badge Office: Tina Casey or Gay Seward, (321) 409-2192 (office). Before you go, check the Badge Office web page for operating hours.

Ramp Driver Training: Stan Cichowski, (321) 508-1516 (cell) or 722-5379 (office). See Ramp Driver Training notes.

New Badge Process:

1. Present a completed color-printed application with ID(s) to one of your organization's badge authorizers for approval. Faxed or scanned

signatures or electronically signed forms are not acceptable.

2. Present your application and ID(s) to the Badge Office within 2 weeks of signature to have your fingerprints taken and begin TSA processing. TSA processing for new badges is "3-14 business days minimum".
3. Schedule Ramp Driver Training (see below). This must be done before your original badge can be issued.
4. The badge office will notify you when the badge is ready. You must return to the badge office within 30 days to collect your badge.

Badge Renewal Process:

1. Present a completed color-printed application with ID(s) to one of your organization's badge authorizers for approval up to 60 days prior to expiration. Faxed or scanned signatures or electronically signed forms are not acceptable.
2. Ramp Driver Training is retaken during badge renewal (every 2 years). Make a reservation for Training before renewing your badge. Failure to complete training within 30 days may result in cancellation of your badge.
3. Present your application and ID(s) to the Badge Office within 2 weeks of signature and obtain your renewed badge.

Note: The new or renewal badge application must be delivered to the Airport Police Badge Office within 2 weeks after the authorizer signs it or it will be rejected.

Ramp Driver Training: Contact Stan Cichowski to schedule the Ramp Driver Training Class. Leave a voice message on his cell with your requested date(s); he will call you back to confirm. The class has limited seating so if you do not have a reservation you may be turned away. The class is currently taught at 0800 Wednesdays and Fridays; it requires about 90 minutes of computer-based training. (IRFC members: see Driving Privileges notes on the next page.)

These are abbreviated instructions for completion of the Melbourne Airport Badge Application for:

- Members of the Indian River Flying Club, and
- Owners, co-owners, and tenants of the Landings and Landings West Condo Associations

You should read the complete official rules published with the badge application.

Download the latest application form from the Orlando/Melbourne International Airport web site via:

<http://www.mlbair.com>

> Select Airport Operations

> Select Airport Badging

> Near the bottom of the page select the Security Identification Badge Application link

The badge application must be printed in color (airport rules, not ours) or you may pick up a blank application from the Badge Office. The signature must be applicant's original signature in blue ink (no emails, scans, or faxes).

The Airport Police Department web page also lists the Badge Office operating hours. Saturday hours may or may not currently be available.

Specific instructions for filling out the form:

Complete all relevant information on the form. The only organization-specific instructions you need are:

Section 1 - Applicant Information: For "Name of Employer/ Tenant or Hangar #:" enter the name of your tenant sponsor organization as one of the following:

"Indian River Flying Club", —or— "Landings Condo Assoc", —or— "Landings West Condo Assoc"

You do not need a hangar number.

Section 6 - Authorized Signatory Section:

For "Type of Media Requested:" check: "AOA" (for new badge) —or—
"AOA" and "Renewal" (for renewal only)

For "Escort Privileges Required:" check: "Applicant WILL provide escort"
You must maintain visual contact with your escorted guests while inside the Airport fence including to and from the restrooms (but you may wait outside).

For "Driving Privileges Required:" check "Non-Movement Area"
Note: Indian River Flying Club members only may check "No" and skip Ramp Driver Training. You will then only be allowed entry through the south walk-in personnel gate east of the drive-in gate.

For "Keys Required:" check: "No"

For "CBP Area Requested:" check: "No"

For "Verified Applicants Citizenship & ID's:": Leave this and all following blocks blank and present your ID and proof of citizenship or legal residency (page 6 of the application) to an application approver (Authorized Signatory) in your sponsoring organization. You must also present these documents to the Badge Office.