

Burlington International Airport (BTV)

Badge Information/Process

March 25, 2014

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) STA

- Complete the BTV ID application in full, available at Airport Operations.
- Make sure your signatory authority completes Section III 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

- 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 Kelly Colling or Doug Wood in 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, but you must first obtain a 'BTV' fingerprint card from Airport Operations. To maintain the chain of custody, the agency must hand deliver or Fed Ex the fingerprint card directly to Kelly Colling or Doug Wood in Airport Operations.

C) SIDA and Driving Class- **CHRC and STA Results MUST be approved before you can take the class.**

- Classes are held each Wednesday at 0830 in the terminal building.
- Each applicant must attend class prior to receiving badge.
- Each applicant must complete his/her STA and CHRC prior to taking the class
- Space is limited so sign up in advance by phone or email through Airport Operations (802-316-6014) or Doug Wood at 802-578-4747 or dwood@btv.aero.

D) Payments

- BTV **only** accepts checks, made out to "Burlington International Airport".
- Payments are accepted in the Administration Office during normal business hours.
- You may make payment anytime before being fingerprinted but it **must** be paid within **72 hours** of when Airport Operations receives the card from the fingerprinting agency.

STA	\$11.00
CHRC (Fingerprint Card)	\$29.00
CHRC (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.)