



## SECURED SIDA / CARGO SIDA / STERILE AREA - BADGE APPLICATION PROCESS

**Step 1: Obtain and complete the appropriate application. Ensure that you have the appropriate application and it is filled out completely. For any questions call 541-682-6636.**

**Step 2: Reserve a fingerprinting appointment: 541-682-6636. This appointment will take approximately 15 – 20 minutes. Once the fingerprint appointment is reserved you will go through the following processes, depending on badge type.**

### **SECURED SIDA and Cargo SIDA Access**

1. Submit a completed application and approved identification
2. Complete a fingerprint based Criminal History Records Check (CHRC) with no disqualifying crimes
3. Achieve approved Security Threat Assessment (STA) status from the Transportation Security Administration
4. Attend Airport provided SIDA training (required) and attend Airport provided Driver training (if needed)
5. Payment of Fee: \$35.00

### **Sterile Area Access**

1. Submit a completed application and approved identification
2. Complete a fingerprint based Criminal History Records Check (CHRC) with no disqualifying crimes
3. Achieve approved Security Threat Assessment (STA) status from the Transportation Security Administration
4. Payment of Fee: \$35.00

**Step 3: If no disqualifications, you will be called to schedule a training appointment. Each course is 45 minutes to an hour long. Depending on which training courses you need, your appointment will last between 1 and 3 hours. Training courses cannot be taken prior to STA and CHRC approval. If you have not been called after a 7-day waiting period, call 541-682-6636 to verify status of Security Threat Assessment (STA) and Criminal History Records Check (CHRC).**

Training Courses are available in the following time slots. Identification photo will be taken and Badges will be distributed at completion of training.

<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>
8 am – 9 am	8 am – 9 am	8 am – 9 am	8 am – 9 am	8 am – 9 am
9 am – 10 am	9 am – 10 am	9 am – 10 am	9 am – 10 am	9 am – 10 am
10 am – 11 am	10 am – 11 am	10 am – 11 am	10 am – 11 am	10 am – 11 am
11 am – 12 pm	11 am – 12 pm	11 am – 12 pm	11 am – 12 pm	11 am – 12 pm
1 pm – 2 pm	1 pm – 2 pm	1 pm – 2 pm	1 pm – 2 pm	
2 pm – 3 pm	2 pm – 3 pm	2 pm – 3 pm	2 pm – 3 pm	
3 pm – 4 pm	3 pm – 4 pm	3 pm – 4 pm	3 pm – 4 pm	
4 pm – 5 pm	4 pm – 5 pm	4 pm – 5 pm	4 pm – 5 pm	

***Applicants must complete the Access ID process within 30-days of Fingerprint submittal. Exemptions will only apply to those individuals who have not yet received TSA approval.***

**All appointments are completed at the Eugene Airport Credentialing Office / Operations Center located at: 28827 Douglas Drive, Eugene, OR 97402. Please park in short term parking and bring your parking ticket in to be validated.**