



Vermont Flight Academy
355 Valley Road
South Burlington, VT 05403

SIDA Badge Application Process

TAKE NOTE:

- Burlington Airport Operations **ONLY ACCEPTS CHECKS** at this time.
 - You must pass a Security Threat Assessment (STA) from the TSA and an FBI Criminal History Record Check (CHRC).
 - You will not receive a SIDA Badge until you have successfully completed the required SIDA training.
1. Obtain the application paperwork
 - a. In Person at the VFA Office
 - b. Online at <https://flyvfa.org/sida-badge-process/>
 2. Completely fill out all appropriate fields, Section IV (except applicant name) and all of Section V are to be left blank.
 - a. **BTV Airport Operations does not accept digital signatures**
 3. If completed in person at VFA, leave the completed application with the Front Desk. You will be contacted once the signatory authority has approved and signed your application.
 - a. If completed not at VFA, fill out the SIDA Badge Request Letter of Approval and Authorized Signature Form <https://form.jotform.com/222614981804155>
 4. Complete the VFA SIDA Badge Return Agreement <https://flyvfa.org/sida-badge-process/>
 5. Upon notification, obtain your SIDA Badge Application and SIDA Letter of Approval from the VFA Office
 6. Schedule your badging appointment online at <https://www.btv.aero/about-btv/airport-operations>.
 - a. Select “New Application Submission and Fingerprinting”
 7. At the time of your Application Submission, you will need:
 - a. The completed SIDA Application with Signatory Authority signature
 - b. The form(s) of ID you are using to prove identity
 - c. A check made out to Burlington International Airport for \$85
 8. Pending completion of the CHRC and STA, you will receive an email from Airport Operations with username and login information for the Interactive Employee Training portal. Airport Operations will assign you the necessary course for SIDA Badge Training
 9. Upon completion of training, you may visit <https://www.btv.aero/about-btv/airport-operations>. to schedule an appointment to Receive New SIDA Badge with No Driving
 10. After receiving your SIDA Badge, don't forget to upload a copy at <https://flyvfa.org/sida-badge-process/>

Burlington International Airport (BTV)

Badge Information/Process

April 20, 2022

Welcome to Burlington International Airport (BTV). To qualify for a badge at BTV you must:

- A) Pay appropriate fees.(See D below)
- B) Pass a Security Threat Assessment from the TSA (STA).
- C) Pass an FBI Criminal History Record Check (CHRC).
- D) Complete the Security Identification Display Area (SIDA) training. If applicable, driving on the airport training.

A) Security Threat Assessment (STA)

- Complete the BTV ID application in full, available at Airport Operations or by email.
- Make sure your Signatory Authority completes upper left page 1 and Section IV.
- Bring your completed application **and** approved forms of ID (listed on page 5 of the application) to your fingerprint appointment.

B) (CHRC)- FINGERPRINTING

- Make a fingerprinting appointment with Airport Operations. <https://www.btv.aero/about-btv/airport-operations>. Again, you must bring your completed application to your appointment. No exceptions.
 - The charge for fingerprinting is \$25.00 and can be included with the remaining costs (see D below)
 - You must have your acceptable ID's at the time of printing (see page 5 of the application)

C) CHRC and STA Results MUST be approved by the Airport Security Coordinator (ASC) before continuing with the badging process.

Once Approved:

- An ASC will assign and email the username and login information for the Interactive Employee Training (IET). IET training is available for:
 1. SIDA badges
 2. Driver Training, Non-movement
 3. Driver Training, Movement
 - *Note: A practical driving on the AOA with an Operations Specialist is required before your badge being issued with either endorsement. This can be scheduled here:
<https://www.btv.aero/about-btv/airport-operations>
 4. Signatory Authority
- Each applicant must PASS the applicable IET before being issued a badge.

D) Payments

- BTV **only** accepts checks made out to "Burlington International Airport".
- You may make payment anytime before being fingerprinted but we request the payment when the application is dropped off to Airport Operations for fingerprinting.

STA	\$11.00
CHRC	\$29.00
Fingerprinting	\$25.00
Badge Printing Fee	\$20.00
TOTAL per person	\$85.00