



# CITY of BRIDGEPORT SIKORSKY MEMORIAL AIRPORT



**Administrative Office - 1000 Great Meadow Road - Stratford, CT 06615  
Telephone (203)576-8163 - Fax (203)576-8166**

## Checklist for Issuing Airport Badges

### Pre-Appointment:

- ✓ Verify individual has legitimate need for access. If appropriate, do the following:
  - Reference based aircraft list.
  - Check with FBO management or leasehold point of contact.
  - Verify with Airport Management.
- ✓ Provide overview of process requirements (ex: application, required training, written test, certification form, etc).
- ✓ Refer individual to airport website to complete training, review policy, and print documents.
- ✓ Set up appointment for individual.

### Appointment:

- ✓ Verify legitimacy of access, if not already done so.
- ✓ Verify identity of individual.
- ✓ Collect documents:
  - Signed Application (both individual and sponsor)
  - Signed Certification
  - Completed exam
- ✓ Grade exam (80% is passing). Correct to 100% with individual.
  - Note: do not issue badge if it is felt the individual does not have the appropriate knowledge proficiency for unescorted access to the airport.
- ✓ Take photocopy of driver's license.
- ✓ Collect fee (for first time badges) and write receipt, if necessary.

### Post-Appointment:

- ✓ Fill in badge # on certification form.
- ✓ Leave paperwork and collected fee on Administrator's desk.