

To All Authorized Signatories:

Subject: List of Acceptable Documents

On December 10, 2008, the Transportation Security Administration (TSA) issued a new security directive requiring all current applicants and existing badge holders of the Airport, excluding law enforcement personnel, to submit a Criminal History Record Check (CHRC) and Security Threat Assessment (STA) prior being granted unescorted access within the SIDA and Sterile areas. As part of the security directive, the TSA issued directives as to what identification media the airport can accept (see attachment List of Acceptable Documents) ; The SJC Badging Office has a responsibility to verify the validity of all documents as well as identify fraudulent documents. To help all of our tenants better understand what identification media the SJC Badging Office will accept, we are providing you with additional guidelines.

The List of Acceptable Documents identifies what types of documents are acceptable in order for the SJC Badging Office to issue all types of badge media as well as to start the Badging process. The List of Acceptable Documents should be your primary guide for what to bring to the Badging Office.

**Q: Are there any documents on the List of Acceptable Documents that the Badging Office will not accept?**

**A:** The Badging Office will not accept the following documents:

1. Any document that is laminated, damaged or worn to the point that it is illegible. This includes Birth Certificates and Social Security Cards. These documents restrict our ability to verify the validity of the document. An alternative acceptable form of identification will need to be provided or the document will need to be replaced before we can continue the Badging process.
2. Permanent Resident Cards issued between 1979 and 1988 with no expiration date; Permanent Resident Cards with a photo taken of the applicant under the age of 14. These cards must be replaced with the new Permanent Resident Card. The new card must be provided to the Badging Office. Sorry no receipts will be accepted.



3. Any document that is damaged or worn to the point that it is illegible.

**Q: What should I do if I do not have 2 forms of identification as identified on the List of Acceptable Documents?**

**A:** In order for the SJC Badging Office to start the Badging process or issue a badge, we must have two forms of identification. If you apply for a replacement of any of your documents, you must wait for the actual replacement document before you can proceed forward with the Badging process. Please be aware that we are required to see two forms of identification with the same legal name on them. We cannot accept forms of identification that do not match.

**Q: What documents are required for a legal name change?**

**A:** The applicant must provide two forms as listed on the List of Acceptable Documents under the new legal name. A divorce decree or marriage certificate is not acceptable. If born outside of the U.S., They must provide documents as stated on the List of Acceptable Documents. Once the documents along with an application are provided, the applicant must wait until the Security Threat Assessment clears under the new legal name before they can get their new badge. They may continue to use their previous badge while the new badge is being vetted.

**Q: I recently became a U.S. Citizen and legally changed my name. What do I need to do?**

**A:** The applicant must provide a new social security, driver's license or identification card and Certificate of Citizenship or U.S. Passport with the new legal name on it. Once the documents along with an application are provided, the applicant must wait until the Security Threat Assessment clears under the new legal name before they can get their new badge. They may continue to use their previous badge while the new badge is being vetted.

If you have any questions, please feel free to contact the Badging Office at 408-392-1100

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