



Manchester • Boston Regional Airport
MANCHESTER, NEW HAMPSHIRE

Issued Badge #

NT-

NON-TRAVELER ESCORTED TEMPORARY BADGE
APPLICATION TO STERILE AND/OR TERMINAL SECURE AREAS

PURPOSE: An application is required for the Airport’s approval of a non-traveler or non-badged temporary worker, for access while under escort in the Sterile (Concourse) and/or the Terminal’s Secure Areas.

DISCUSSION: To facilitate effective and safe visitor management, the airport requires all non-travelers and workers to have their identities checked against the Watch List maintained by the US Department of Homeland Security prior to entry to the sterile or terminal secure area. A Non-Traveler Escorted Temporary Badge will be issued after a review of a TSA designated identification document, presentation of completed application and the successful vetting against the Watch List. An issued Non-Traveler Escorted Temporary Badge is valid for 24 hours after the vetting results are received by the airport.

PRIVACY NOTICE: The Transportation Security Administration of the U.S. Department of Homeland Security requires us to collect information about you for the purposes of watch list screening, under the authority of 49 U.S.C. section 114, and the Intelligence Reform and Terrorism Prevention Act of 2004. Providing this information is voluntary; however, if it is not provided, you may be subject to additional screening or denied transport or authorization to enter a sterile area. TSA may share information you provide with law enforcement or intelligence agencies or others under its published system of records notice. For more on TSA Privacy policies, or to view the system of records notice and the privacy impact statement, please see TSA’s Web site at www.tsa.gov

Applicant must acknowledge receipt of Privacy Notice-please initial: _____

PROCEDURE:

1. The non-traveler or non-badged temporary worker must have a business need to enter the sterile or secure area.
2. Upon completion of this application, it must be presented to the Airport Communication Center accompanied by the applicant’s identification document.
3. Each applicant must possess and provide for inspection a valid state issued driver’s license, identification card or valid passport. A photocopy of the identification shall be attached to this document.
4. If an Airport Security ID Badge has not been issued, and the individual has not been denied issue of a Security Identification Badge by the Airport, nor has a previously issued a badge been suspended or revoked, then an escort will be provided by a representative with an Airport Security ID Badge who is authorized to escort.
5. Individual will be provided a numbered “NT” badge (Non-Traveler Badge).
6. It shall be explained to the individual that the badge must be displayed while within the sterile or secure areas and that he/she is subject to inspection while present in these areas.
7. The Non-Traveler badge shall be returned by the applicant or escorting party at the conclusion of the visit.
8. For same day pre-approval – a completed application and a copy of applicant’s identification may be emailed to commcenter@flymanchester.com. However, applicant must appear in person with identification for issuance.

APPLICANT’S INFORMATION:

DATE OF USE: _____

NAME: FIRST: _____ LAST: _____ MIDDLE: _____
(name must match provided identification)

HOME ADDRESS: _____ CITY: _____

STATE: _____ ZIP CODE: _____ PHONE: _____

GENDER: MALE _____ FEMALE _____ BIRTHDATE: ____/____/____

Communication Center Use Only

ESCORTING INDIVIDUAL _____ COMPANY NAME: _____

DATE AND TIME OF ISSUE: _____ DATE AND TIME OF RETURN: _____

RECORD ID # _____ PASSENGER RECORD LOCATOR # _____

RESULTS: _____ MHT REVIEWING TRUSTED AGENT: _____