

SALT LAKE CITY DEPARTMENT OF AIRPORTS GROUND TRANSPORTATION OPERATOR CHECKLIST



Each operator must apply for a Vehicle Operator's Badge with the Salt Lake City Department of Airports. Operator badge applications are accepted at the Salt Lake City Access Control/ID Badging Office by appointment only. You must schedule an appointment by visiting <https://slairport.com/badging/get-a-badge/make-an-appointment/>.

□ APPLICATION PROCESS

Operators must complete Sections 1, 3, 4 and 5 of the Ground Transportation Operator Badge Application Form. The form is available in both the "**Ground Transportation**" and "**Forms**" sections on the Airport Badging Website: <https://www.slairport.com/badging>

Operators must schedule an appointment with the Airport's Access Control/ID Badging Office by visiting <https://slairport.com/badging/get-a-badge/make-an-appointment/> to submit the application and complete the FBI fingerprint check. The application/fingerprint process takes approximately 30 minutes. The fingerprint check is only required for an initial badge (**if fingerprints have never been taken at the airport**); fingerprints are not required when a badge is reissued. An appointment is also required for a badge renewal.

Operators must bring the following to the Access Control/ID Badging Office to begin the process.

- Ground Transportation Operator Badge Application Form
- Two forms of government identification. Operators must present the original identification documents and one copy. (Refer to "**List of Acceptable ID Documents**")

Submit Payment for the Badging Fee (\$65.00). ***Cash and Personal Checks are Not Accepted.***

Forms of payment accepted include:

- Money Order Payable to Department of Airports
- Cashier's Check Payable to Department of Airports
- Company Check Payable to Department of Airports
- Credit/Debit Card*

***If paying with a company credit/debit card, please ensure Section 2 of the application is complete**

Once the fingerprint results and security threat assessment have cleared, the operators name will be posted to the Airport's Badging Website. This process takes between 5 and 14 days. It is the operator's responsibility to check the website for cleared results. Do not call the Badging Office unless the results have not cleared within 14 days. Operator names will appear on the cleared list with the company name, "Ground Transportation."

- Website: <http://www.slairport.com/badging>
- Menu Option: **Cleared Background Checks**

When the results have posted, the operator may visit <https://slairport.com/badging/get-a-badge/make-an-appointment> to schedule their training appointment.

<input type="checkbox"/> OPERATOR REQUIREMENTS	You must be 21 years of age or older You must <i>NOT</i> be an individual required to register pursuant to the Utah Code Title 77, Chapter 41, Sex and Kidnap Offender Registry , Utah Code Annotated, sex offender registration, or its successor section.
<input type="checkbox"/> SPECIAL TRANSPORTATION REQUIREMENTS (If Applicable)	All special transportation vehicle operators shall obtain training and maintain certification in First Aid, CPR and AED, as taught by an American Heart Association certified instructor.
<input type="checkbox"/> BADGING OFFICE HOURS	Monday – Friday: 7:00 a.m. – 5:30 p.m. Closed Thursday from 11:30 a.m. – 1:00 p.m. for staff meeting

Please contact the Airport Badging Office with any questions at 801-575-2423, by fax at 801-575-2377, or by e-mail at airportaccesscontrol@slcgov.com.

Thank you for your assistance and attention to this matter.