

**Security Directive (SD) 1542-04-08I**  
**Criminal History Records Check (CHRC) Submission**  
**and Adjudication for Part 1544 Air Carriers - FAQs**

**FREQUENTLY ASKED QUESTIONS (FAQs):**

**A. When will the Airport implement this new process?**

The change will be implemented on July 27<sup>th</sup>, 2015 in accordance with the date noted in SD 1542-04-08 series.

**B. What process is the Airport implementing to meet the recurrent CHRC requirement of SD 1542-04-08H?**

For Air Carriers (Part 1544 companies), Denver International Airport (DEN) will require a new CHRC Case Number, Certification Date, Submission Date, and Result Date for Air Carrier employees if their current Certification Date will exceed two (2) years in age before their next Airport ID badge expiration date. DEN plans to revalidate (renew) Air Carrier employee badges annually as we currently do, and all 1544 Air Carriers will need to provide a completed Fingerprint Certification form (30-FM-08 – see Attachment 1) at the time of an employee's Airport ID badge renewal. The Fingerprint Certification form needs to have an updated CHRC Case Number and Clearance Date. If the Fingerprint Certification form is not provided to DEN Airport Security at the time of badge renewal, then the employee will be instructed to return to Airport Security at a later date with a completed Fingerprint Certification form. Air Carrier employees must also have a completed and signed Airport ID badge application, at the time of badge renewal, if they are employees of Air Carriers that fingerprint their own employees. Air Carrier employees that are fingerprinted by Airport Security will submit only the Airport ID badge application at the time of fingerprinting, and then they will need to return at a later date with the Fingerprint Certification form after their company has received the CHRC clearance.

**C. Will the Airport conduct initial or recurrent CHRC background checks for Air Carriers?**

Currently, DEN does not adjudicate any CHRCs for Part 1544 Air Carriers.

**D. If the Airport is conducting the CHRCs, will they use their own SON number or the Air Carrier's SON number?**

DEN will conduct initial and recurrent CHRCs on Part 1542 Airport ID badge-holders using DEN's Submitting Office Number (SON), and we will adjudicate the records. DEN is preparing to have capacity to capture some fingerprints for Part 1544 Air Carriers (and submit them to the Air Carrier's SON), but we will not be adjudicating Air Carrier CHRCs.

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**E. Will the Airport require Certification Forms from Air Carrier applicants?**

DEN will require Fingerprint Certification forms from Air Carrier applicants with an updated CHRC Case Number, Certification Date, Submission Date, and Result Date (see Attachment 1). Air Carrier employees must have a completed Fingerprint Certification form, along with a completed and signed Airport ID badge application, at the time of badge renewal if they are employees of Air Carriers that fingerprint their own employees. Air Carrier employees that are fingerprinted by the Airport must have a completed Airport ID badge application in their possession on the day they are fingerprinted. These employees must return at a later date with a completed Fingerprint Certification form after the Air Carrier receives the CHRC clearance from our Direct Aviation Channeler (DAC).

**F. Is there a cost to the Air Carriers for this change?**

Yes – the Air Carriers will have the additional costs of submitting CHRCs to their own DAC if they fingerprint their own employees, or they will incur costs if they have the Airport submit the CHRC request through the Airport's DAC.

**G. Do the Air Carriers need to send all of their employees to Airport Security before 7/27/15 to renew their Airport ID badges and be re-fingerprinted?**

No – Air Carriers employees can continue with the current Airport ID badge renewal process until 7/24/15. Beginning 7/27/15, Air Carrier employees that are fingerprinted by their respective companies will need to have a completed Air Carrier Fingerprinting and Badge Application form, and a completed Fingerprint Certification form, at the time of Airport ID badge renewal. We are urging our Air Carrier partners that fingerprint their own employees to begin doing so as soon as possible for employees that have badge expiration dates on or before 8/27/15. Air Carriers that have their employees fingerprinted by the Airport are required to submit a completed Air Carrier Fingerprinting and Badge Application form at the time that they are fingerprinted, and then they will have to return to Airport Security with a completed Fingerprint Certification form after their company receives the CHRC results.

**H. Do Air Carrier employees that are renewing their Airport ID badges need to make an appointment for this new process?**

No – Airport Security only accepts fingerprinting appointments for new employees.

**I. Does an Air Carrier employee need to update their biographical information at the time of badge renewal?**

Yes.

**J. How soon can a can an employee be fingerprinted for the renewal of an Airport ID badge?**

No earlier than 60 days before the Airport ID badge expiration date, and no later than the Airport ID badge expiration date.

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**K. Do all Air Carrier employees need to be physically re-fingerprinted for compliance with the revised Security Directive?**

Yes – unless they currently have a fingerprint template that is compatible for fingerprint re-submission. If the applicant is an employee of an Air Carrier that fingerprints their own employees, then that Air Carrier’s corporate security department will make the determination on the need for re-fingerprinting each individual employee. Airport Security will make the same determination for the Air Carrier employees that we fingerprint.

**L. Will the Airport ID badge be revoked if any disqualifying criminal offenses are found during the CHRC process?**

Yes – the Airport ID badge will be revoked if disqualifying criminal offenses are found during the CHRC process.

**M. Can an employee take the Computer-Based Testing at the same time that they come in to be fingerprinted in advance of their badge expiration?**

Unfortunately, we won’t be able to have individuals test unless they are actually here for the badge renewal event within 30 days of badge expiration. This is because of numerous rule-sets we have in our computer system to ensure proper task tracking and enforcement of training requirements. Airport Security will not be able to allow individuals to test while they are here for recurrent fingerprinting in the immediate future, and we will require them to test after they clear the CHRC process and come in for their actual badge renewal. The system changes that would be required are not deliverable in the immediate future.

**N. Where can we obtain a list of employees that need to be re-fingerprinted?**

The Authorized Signatory portal can be used to sort the list by badge expiration, and correspond that with your corporate CHRC clearance dates.

**O. Is Airport Security still accepting STA drop-offs?**

Yes – until 7/24/15. **No – beginning 7/27/15.**

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Attachment 1 – Fingerprint Certification for Air Carrier Employee – Form 30-FM-08



Fingerprint Certification For Air Carrier Employee  
**NOTE: ALL SECTIONS MUST BE COMPLETED!**

Section 1 - Application Information			
Present this application along with two (2) forms of identification. One (1) <u>MUST</u> be valid, gov't issued photo ID. Type or print legibly. All US citizens must provide proof of US citizenship. All Non-US citizens <u>MUST</u> provide proof of legal residency and work authorization			
First Name:	<input type="text"/>	Middle Name:	<input type="text"/>
		Last Name:	<input type="text"/>
Social Security Number	<input type="text"/>		
Section 2 - Company Information			
This section <u>MUST</u> be filled out by an "Authorized Signatory". Type or print legibly in ink or application will be rejected.			
Company Name:	<input type="text"/>	Department Code:	<input type="text"/>
		Access Level	<input type="text"/>
Fingerprint Clearance Certification		Secured Area Driving	
<input type="checkbox"/> CHRC completed and passed (TSR 1544 regulated Air Carriers companies)		<input type="text"/>	
Fingerprint Submission Date:	<input type="text"/>	Fingerprint Result Date:	<input type="text"/>
		Badge Color	<input type="text"/>
Fingerprint Clearance Date:	<input type="text"/>		
Fingerprint Clearance Case Number:	<input type="text"/>		
Section 3 - Authorized Signatory Certification			
This section <u>MUST</u> be signed by an "Authorized Signatory".			
My signature below certifies that a Criminal History Records Check (CHRC) has been conducted and successfully completed and does not disclose a disqualifying felony conviction as described in 49 CFR Part 1544.			
Authorized Signatory Name (print):	<input type="text"/>		
Authorized Signatory e-mail:	<input type="text"/>		
Authorized Signatory Phone Number:	<input type="text"/>		
Authorized Signatory Signature:	<input type="text"/>		Date: <input type="text"/>
NOTE: Authorized Signatory signature above indicates that Applicant has been given a copy of the Privacy Act Notice			