

# Privacy Act Notice

**Authority:** 6 U.S.C. § 1140, 46 U.S.C. § 70105; 49 U.S.C. §§ 106, 114,5103a, 40103(b)(3), 40113, 44903, 44935-44936,44939, and 46105; The Implementing Recommendation of the 9/11 Commission Act of 2007, § 1520 (121 Stat. 444, Public Law 110-52, August 3, 2007); and Executive Order 9397, as amended.

**Purpose:** The Department of Homeland Security (DHS) will use the biographic information to conduct a security threat assessment. Your fingerprints and associated information will be provided to the Federal Bureau of Investigation (FBI) for the purpose of comparing your fingerprints to other fingerprints in the FBI's Next Generation Identification (NGI) system or its successor systems including civil, criminal, and latent fingerprint repositories. The FBI may retain your fingerprints and associated information in NGI after the completion of this application and, while retained, your fingerprints may continue to be compared against other fingerprints submitted to or retained by NGI. DHS will also transmit your fingerprints for enrollment into US-VISIT Automated Biometrics Identification System (IDENT). If you provide your Social Security Number (SSN), DHS may provide your name and SSN to the Social Security Administration (SSA) to compare that information against SSA records to ensure the validity of the information.

**Routine Uses:** In addition to those disclosures generally permitted under 5 U.S.C. 522a(b) of the Privacy Act, all or a portion of the records or information contained in this system may be disclosed outside DHS as a routine use pursuant to 5 U.S.C. 522a(b)(3) including with third parties during the course of a security threat assessment, employment investigation, or adjudication of a waiver or appeal request to the extent necessary to obtain information pertinent to the assessment, investigation, or adjudication of your application or in accordance with the routine uses identified in the TSA system of records notice (SORN) DHS/TSA 002, Transportation Security Threat Assessment System. For as long as your fingerprints and associated information are retained in NGI, your information may be disclosed pursuant to your consent or without your consent as permitted by the Privacy Act of 1974 and all applicable Routine Uses as may be published at any time in the Federal Register, including the Routine Uses for NGI system and the FBI's Blanket Routine Uses.

**Disclosure:** Furnishing the information (including your SSN) is voluntary; however, if you do not provide your SSN or any other information requested, DHS may be unable to complete your application for a security threat assessment.

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# The Next Steps after Fingerprinting

You have now completed the fingerprint capture process. Airport Security will now send your fingerprints to the Federal Bureau of Investigation (FBI) to complete a Criminal History Records Check (CHRC) and to the Transportation Security Administration (TSA) for a Security Threat Assessment (STA). This process normally takes between 10 to 15 business days; however, this is only an estimate. Processing time can vary on an individual basis. When you have cleared both the CHRC and the STA, Airport Security will contact the Authorized Signatory that signed your application form. Your company will then notify you that you can return to our office to get your badge. If you have not been contacted by your company within 15 business days, please contact your company's Authorized Signatory to find out more information regarding your clearance.

**Please Note: Airport Security will ONLY release information regarding CHRCs and STA clearances to Authorized Signatories. Please contact your employer regarding your CHRC and STA clearance results.**

When you return for your badging you need to bring with you your government issued photo ID, and one additional ID. You will be photographed and complete interactive training videos which also test your understanding of the Denver Municipal Airport System Rules and Regulations. After successfully completing the training you will be issued your airport ID badge.

Normal business hours for both locations are: 7:45 a.m. – 4:00 p.m. Monday through Friday. Employees with Airfield Driving must be checked in by 2:00 p.m. Employees without Airfield Driving must be checked in by 3:00 p.m. First come first served.

Main Badging Office

Directions to Badging Offices

Satellite Badging Office

Go to the 6th floor, North end, of the Jeppesen Terminal  
Go down the "Walkway to A Concourse" on the left side  
Go into to the Airport Office Building (Not the TSA line)  
Check in at the desk to get a visitor badge and further directions.

Take the 75th Ave exit from Pena Blvd  
Follow the signs for the "Satellite Badging Office"  
The office is located on the South edge  
of the Joint Use Cargo Facility

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