

**JACKSON MUNICIPAL AIRPORT AUTHORITY (JMAA)
PERSONNEL AND VEHICLE ACCESS MEDIA APPLICATION REQUIREMENTS**

All persons working on the premises at Jackson-Evers International Airport (JEIA) are required to obtain and display a JMAA issued access control/identification media.

All vehicles used to support activity at JEIA are required to be properly marked, and must display a JMAA issued Vehicle Identification Hang Tag in addition to any other markings and/or lighting features required to operate on the Air Operations Area.

In order to facilitate the process of applying for and controlling ID and Vehicle Access media, JMAA requires sponsoring entities to utilize JMAA's "On-Line" application system.

Sponsoring entities may apply for an On-Line account through the office of Operations and Security by following the procedures outlined below:

1. Applying for an On-Line Account

- a. Each entity wishing to apply for ID/Access Control media and or Vehicle Access Media at JEIA must apply for and be granted an On-Line Application Account through the office of Operations and Security.
- b. The On-Line Account applications are available at WWW.JMAA.COM or in hard copy in the JMAA ID Office at Jackson-Evers International Airport.
- c. Applications must be completed and signed by a member of the JMAA staff prior to submission to JMAA Operations and Security for processing.
 - 1.) For construction, repair or other service contracts Sponsoring Entities are to provide completed applications to the JMAA staff member identified as either the Project or Contract manager.
 - 2.) For based tenants and or subtenants, or subcontracting service providers to tenants and subtenants, Sponsoring Entities are to provide completed applications to the JMAA Property Manager.

2. Establishing "Authorized Signature Authority"

- a. Each sponsoring entity may identify up to two individuals as "Authorized Signatory" for the entity utilizing the JMAA On-Line Account Application.

- b. In order to be approved and designated as an “Authorized Signatory” the person(s) must first undergo and pass a Criminal History Records Check (CHRC), Security Threat Assessment (STA). This process generally takes 2-3 business days to complete.
- c. Once JMAA receives confirmation that the applicant for “Authorized Signatory” has successfully completed the CHRC and STA check, and are found to be eligible for unescorted access privileges, applicants must complete the “Authorized Signatory” training course, Security Identification Display Area (SIDA) training and all other applicable training such as Class I or Class II driver’s training.
- d. Upon completion of required training, the “Authorized Signatory” person(s) will be issued an online account and password for submission of applications for personnel they will sponsor for ID and vehicle access media.

3. Utilizing the On-Line Account

- a. JMAA will create an on-line account which must be accessed via a secure Login and Password unique to the sponsoring entity.
- b. The Login and Password will only be provided to the “Authorized Signatory” for that entity and will be necessary for completing On-Line Applications.
- c. Authorized Signatory personnel are required to control the distribution of the Login and Password.
- d. All applications filed under these unique identifiers will be considered “sponsored” by the Authorized Signatory personnel from that entity.
- e. On Line Badge Applications must be filed with the JMAA ID Office via the automated email feature associated with the application. In order to assure compliance with the Rules and Regulations governing the ID/Access Media process, hard copy applications with original signatures of the Authorized Signatory and the applicant must also be provided to the JMAA ID Office when the applicant initiates the required in-person Criminal History Records Check process.

**JMAA SECURITY IDENTIFICATION/ACCESS MEDIA
ON-LINE ACCOUNT APPLICATION**

Sponsoring Entity Information					
Company Name:					
Company Address:					
Company Phone:		Company Fax:			
Tenant/Sub-Tenant/Tenant Service Provider			Sponsoring Tenant		
JMAA Prime Contractor/Service Providers					
JMAA Project or Contract Number					
JMAA Project or Contract Manager					
Approved Sub-Contractors Sponsored by Prime Contractor/Service Provider					
Authorized Signatory (1)					
Full Name:		Title:			
Phone:		Email Address:			
Signature:		Date:			
Authorized Signatory (2)					
Full Name:		Title:			
Phone:		Email Address:			
Signature:		Date:			
JMAA Account Authorization <i>JMAA USE ONLY</i>					
Duration of Badges	One Year		<i>Or</i>	Through Specified Date	___/___/___
Authorized Access Privileges					
Secure (Blue)		SIDA (Orange)		Sterile (White)	Public/Parking Only (Green)
Escort Privileges	YES / NO		Number of Persons <i>(May not exceed 10% of total)</i> _____		
Authorized AOA Driving Privileges					
Class I	YES / NO		Class II	YES / NO	
Operating Permit/Contract/Agreement Information					
Type of Agreement with JMAA					
Date of Execution	___/___/___		Required Insurance Certificates on File		
JMAA Authorizing Signature			Date		
JMAA ID OFFICE USE ONLY					
On-Line Account Activated			Emailed to Authorized Signatory		
Login	Password			JMAA Staff Notified	