



SAN DIEGO INTERNATIONAL AIRPORT

FBI FINGERPRINT PROCESS:

1. Please have employee complete **Access Investigation Form** for a personal 10 year history. Ensure all areas are completed. Provide a chronological personal history with no more than a six (6) month period of unaccountability. Please make additional copies of Section II as necessary.
2. Please have the employee complete an **FBI Criminal History Records Check and Fingerprint Application**. Ensure all areas are completed and boxes are checked.
3. Employee must present **2 FORMS** of acceptable ID i.e. Driver's License, Social Security Card/Certified Birth Certificate, Passport. The original ID must be verified at appointment time. Refer to the List of Acceptable Documents. ***Any applicant(s) who are Naturalized U.S. Citizens or Resident Aliens MUST either possess their Naturalization Certification or have knowledge of their Alien Registration Number. Applicants that are native U.S. Citizens born abroad (outside of the U.S.) will be required to present Certification of Birth Abroad (Form FS-545 or DS-1350) issued by the Department of State. Failure to meet any of the ID requirements could result in termination of the appointment.***
4. A \$17.00(SON #), \$38.00(NON AIRLINE), or \$44.00(Airline) fingerprint fee will be charged per person depending on how the fingerprints are processed. Payment must be in the form of: Money Order, Cashier's Check, Corporate Check or Company Check made payable to **SDCRAA or San Diego County Regional Airport Authority**.

Please Note: If no payment is received – we are unable to process any fingerprints and will need to reschedule.

5. Please be on time for your scheduled appointment. **All paperwork must be in order, reviewed by the authorized agent and ready for processing.** Each person will take approximately 30 minutes to process. Having the paperwork in order could cut the processing time in half.
6. Parking validation - see Receptionist located nearest the elevators on the 3rd Floor.
7. Your company will be notified by the **Access Control Office** when the FBI fingerprint results and TSA Security Threat Assessment have been returned.
8. Please have your employee(s) wash their hands just prior to their appointment.
9. *An authorized signatory from the company or sponsoring company will need to make the appointment. It is highly recommended to have the authorized signatory present at the appointment with the badge applicant. The ACO will immediately terminate the appointment for any non-compliance of the badge process.*

**Thank you,
Access Control Office Staff
Commuter Terminal, 3rd Floor
3225 N. Harbor Drive
San Diego CA 92101
(619) 400-2765**