

## ***Taxi Decal & ID Process***

In accordance with Airport Rules and Regulations, the Airport will begin issuing identification badges to all taxi operators. This process is required of all cabs in order to obtain an Airport Taxi Decal (renewed annually) and operate on demand taxi service from the Louis Armstrong New Orleans International Airport.

**Any operator who does not comply with the decal and ID procedures will NOT be allowed to operate on demand taxi service from the Airport.**

### ***STEP 1***

Complete the Taxi Badge Application Packet which includes the following:

1. Taxi Identification Badge Permit Application
2. Procedures and Responsibilities Agreement
3. Sensitive Security Information – Privacy Act Notice
4. Taxi Decal Application
5. Taxi Line/Company Responsibility Form
6. Line Letter (if applicable)

### ***STEP 2***

Upon completion, bring the following to the Ground Transportation Department (1<sup>st</sup> Floor Office):

- Completed application packet
- Two (2) forms of government issued identification (acceptable forms listed below)
- Current valid taxi driver permit issued by your jurisdiction
- \$45 Money Order (ONLY) made payable to “New Orleans Aviation Board”

### ***STEP 3***

Upon completion of necessary security checks, **driver will be notified** to report to Airport Security for photo.

### ***STEP 4***

Upon notification, driver will report to the Ground Transportation Department (1<sup>st</sup> Floor Office) to purchase a Taxi Decal. A \$200.00 Money Order (**ONLY**) made payable to “New Orleans Aviation Board” will be due at this time to cover the cost of the decal.

### ***STEP 5***

Airport ID will be issued to drivers when they are issued their airport taxi decal.

## ***Renewal & Lost / Stolen Badge Fees***

ID Badges will renew annually in June. The renewal fee will be \$10.00. If the driver's badge is lost or stolen the fee is \$100.00, and the driver needs a Lost / Stolen form. This form must be completed and signed by the Ground Transportation Manager before reissuing a new badge.

## ***Identification Information***

### ***FORMS OF IDENTIFICATION***

- a) U.S. Citizens shall provide their government issued Driver's License.
- b) Individuals who **are not** U.S. citizens, provide Driver's License and one of the following forms of ID:
  - (1) Alien Registration card
  - (2) I-94 Arrival/Departure Form
- c) For individuals who hold a non-immigrant visa, provide the visa card and Driver's License
- d) For individuals who **are** U.S. citizens born abroad or naturalized U.S. citizens, provide Driver's License and one of the following forms of ID:
  - (1) U.S. Passport
  - (2) Certificate of Naturalization
  - (3) Certification of Birth Abroad, Form DS-1350 or Form FS-240

### ***U.S. Territories includes:***

- American Samoa (AM)
- Guam (GM)
- Northern Mariana Islands (MK)
- U.S. Virgin Islands (VI)
- Puerto Rico (PR)

## ***Fees – Money Order payable to New Orleans Aviation Board***

***\$45 Security Threat Assessment, Badge & Application Fee***

***\$200 Taxi Decal***

***\$10 Annual Badge Renewal***

***NOTE: The Security Threat Assessment may take 2 - 4 weeks to complete. You will be notified once your results are received. Please do not contact the Airport Security or Ground Transportation Departments for a status update.***



**TAXI**  
**IDENTIFICATION BADGE PERMIT APPLICATION**

ALL APPLICATIONS MUST BE COMPLETED PRIOR TO ENTERING THE GROUND TRANSPORTATION OFFICE

**SECTION I - APPLICANT (PLEASE PRINT BLUE OR BLACK INK ONLY)**

1. NAME: (LAST) \_\_\_\_\_ (FIRST) \_\_\_\_\_ (MIDDLE) \_\_\_\_\_

2. ADDRESS: \_\_\_\_\_  
STREET CITY STATE ZIP PARISH

3. SSN: \_\_\_\_\_ 4. TELEPHONE NUMBER: \_\_\_\_\_ 5. POSITION: **TAXI DRIVER**

6. DRIVER'S LICENSE NUMBER: \_\_\_\_\_ (STATE) \_\_\_\_\_ (EXP. DATE) \_\_\_\_\_

7. WEIGHT 8. HEIGHT 9. SEX 10. RACE 11. US CITIZEN (Y or N) 12. STATE OF BIRTH  
OR  
COUNTRY IF BORN OUTSIDE U.S. 13. HAIR COLOR 14. EYE COLOR 15. DATE OF BIRTH

**SECTION II - TAXI DRIVER - DESIGNATED CERTIFICATION (PLEASE PRINT)**

16. CAB LINE: \_\_\_\_\_ 17. TELEPHONE NUMBER: \_\_\_\_\_

18. EMPLOYER ADDRESS: \_\_\_\_\_  
STREET CITY STATE ZIP

19. EMPLOYER: **TAXI DRIVER** 20. LEVEL OF ACCESS: **PUBLIC (TAXI)**

21. The information I have provided is true, complete, and correct to the best of my knowledge and belief and is provided in good faith. I understand that a knowing and willful false statement can be punished by fine for imprisonment or both. (See Section 1001 of Title 18 of the United States Code). I understand failure on my part to follow any security procedures may result in either the revocation of my ID badge or legal action against me. My company or agency will reimburse the New Orleans Aviation Board for any TSA fines levied against Louis Armstrong New Orleans International Airport which are caused by the failure of the applicant to adhere to the Louis Armstrong New Orleans International Airport Security Program.

22. APPLICANT'S SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

**SECTION III - SECURITY & GROUND TRANSPORTATION PERSONNEL ONLY**

**23. CERTIFICATION:**

I certify that I have verified the employee identification by three (3) forms of identification; one of which must bear the applicant's photograph and the other certifying that the applicant is a taxi driver.

**24. GROUND TRANSPORTATION MANAGER'S NAME AND ID NUMBER:**

**Al Ponte** **31888**  
AUTHORIZED SIGNATORY (PRINT) ID NUMBER AUTHORIZED SIGNATORY (SIGNATURE)

25. ASSIGNED ID NUMBER \_\_\_\_\_ 26. EXPIRATION DATE \_\_\_\_\_ 27. STA APPROVAL \_\_\_\_\_ 28. CPNC NUMBER \_\_\_\_\_

29. DATE ISSUED \_\_\_\_\_ 30. ISSUED BY \_\_\_\_\_

*PROCEDURES AND RESPONSIBILITIES AGREEMENT*

**Please initial each line item.**

- \_\_\_\_\_ 1. ID Badge holders must wear ID badge at all times while in the Public Area of the Airport. ID badge holders must challenge individuals who are not displaying the Airport ID Badge and request assistance from Airport Police (303-7730) to remove the individual(s).
- \_\_\_\_\_ 2. Airport ID badges must be visibly displayed on the outermost garment above the waistline at all times while on Airport Property.
- \_\_\_\_\_ 3. Airport ID badge are not transferable between employees/drivers. The Airport ID badge will not be shared or loaned to any other person.
- \_\_\_\_\_ 4. The New Orleans Aviation Board reserves the right to revoke the ID badge whenever such action is determined to be in the best interest of Ground Transportation.
- \_\_\_\_\_ 5. Airport ID badge holders must immediately notify the Ground Transportation Department of loss or theft of Airport ID badge within 24 hours.

**REPLACEMENT BADGE COST**

**\$100.00**

**All fees are payable to the New Orleans Aviation Board.**

- \_\_\_\_\_ 6. A non-refundable fee of \$25.00 is required prior to issuance of the Airport ID Badge to Taxi Drivers.
- \_\_\_\_\_ 7. All Airport ID badges remain the property of the New Orleans Aviation Board and must be surrendered upon demand by Ground Transportation, Airport Police, Airport Security, or Airport Operations.
- \_\_\_\_\_ 8. The Airport ID badge must be returned to the Ground Transportation Department within 24 hours after the termination of operation. **A \$100.00 charge will be assessed for all badges not returned.**
- \_\_\_\_\_ 9. I agree to maintain my Driver License in good standing at all times and if my license is suspended or revoked, I will notify the Ground Transportation Department immediately.

I, the undersigned, have read, understand, and will comply with the above ID badge holder Procedures & Responsibilities governing Airport ID Badges. Failure to comply may and can result in the loss of all Airport Access privileges.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_



**Louis Armstrong New Orleans  
International Airport**

## **SENSITIVE SECURITY INFORMATION Privacy Act Notice**

Authority: 49 U.S.C. §§114, 44936 authorizes the collection of this information.

**Purpose:** The Department of Homeland Security (DHS) will use the biographical information to conduct a security threat assessment and will forward any fingerprint information to the Federal Bureau of Investigation to conduct a criminal history records check of individuals who are applying for, or who hold, an airport-issued identification media or who are applying to become a Trusted Agent of the airport operator. DHS will also transmit the fingerprints for enrollment into the US-VISIT's 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's records to ensure the validity of your name and SSN.

**Routine Uses:** This information may be shared 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 Transportation Security Threat Assessment System (T-STAS), DHS/TSA 002.

**Disclosure:** Furnishing this 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 identification media.

I authorize the Social Security Administration to release my Social Security Number and full name to the Transportation Security Administration, Office of Transportation Threat Assessment and Credentialing (TTAC), Attention: Aviation Programs (TSA-19) / Aviation Worker Program, 601 South 12<sup>th</sup> Street, Arlington, VA 20598.

I am the individual to whom the information applies and want this information released to verify that my SSN is correct. I know that if I make any representation that I know is false to obtain information from Social Security records, I could be punished by a fine or imprisonment or both.

**Signature:** \_\_\_\_\_ **Date of Birth:** \_\_\_\_\_

**SSN :** \_\_\_\_\_ **Full Name:** \_\_\_\_\_