

ADMINISTRATIVE ORDER NO. 62

Pursuant to Federal Regulation 49 CFR 1542.209, whereby said regulation requires that persons seeking unescorted access to the airport's Security Identification Display Area (SIDA), must first have undergone a fingerprint background check that does not disclose any disqualifying criminal offenses. The Federal Regulation further requires that the airport operator must collect, control, and process one set of legible and classifiable fingerprints under direct observation of the airport operator or a law enforcement officer. The Federal Regulation also requires that the airport operator must pay for all fingerprint background checks at the time of submission of the fingerprints for processing.

It is thereby deemed that the fingerprint process fees and costs, as well as the costs of providing identification badges, shall be passed on to the fingerprint applicant or applicant's employer. For those requesting an identification badge outside of the SIDA area, the cost of providing those identification badges shall also be recovered. Therefore, it is deemed that the City shall recover its costs for the processing and submitting of the applicant's fingerprinting records and identification badge processing at the following established rates:

1.	Fingerprint application submission	\$31.00**
2.	Fingerprint processing charge	\$10.00
3.	Identification badge processing charge	\$10.00
** Charge will not apply if applicants (mostly airlines) have established their own account with the fingerprint clearinghouse where the fees are sent.		

Due to the serious nature and need for each person issued an airport identification badge to maintain control of that badge, and the subsequent cost and expense that the City will be required to incur if too great of a percentage of identification badges are unaccounted for, a means for deterring the loss of identification badges should be put into effect. Hence, the following schedule of fees is

hereby established for the replacement of lost identification badges, as well as for the general replacement of identification badges due to other reasons:

1.	Replacement of badge due to damage, wear and tear, etc.	\$10.00
2.	Fee to replace First lost identification badge	\$20.00
3.	Fee to replace Second lost identification badge	\$40.00
4.	Fee to replace Third lost identification badge	\$80.00
5.	Fourth lost identification badge	Badge Revoked

These fees are effective beginning May 1, 2002.

Dated this 6th day of May 2002.

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DENNIS M. TAYLOR
CITY ADMINISTRATOR