

Hilton Head Island Airport- New Applicant AOA Badge Instructions

The Badge Office is located at 26 Hunter Road, Hilton Head, SC 29926. Appointments are required.

These instructions are for an AOA or General Aviation badge. Examples: Private pilot, a hangar owner/tenant or based at the FBO. *If you plan to work at the airport terminal, you need to follow the SIDA badge instructions on the previous page of the website. If you are unsure, contact your company representative.*

Prior to your 1st appointment:

- 1) The application and instructions can be found in the Access and Badge section on the Hilton Head Island Airport website. The badge application must be printed and completed. Read and follow the instructions for an AOA badge new applicant.
- 2) For the badge application begin at Section 2. **DO NOT** fill out any part of Section 1. The Authorized Signatory assigned to your entity will complete section 1.
- 3) Complete the mandatory security training. Follow the instructions on page 2 to create the Digicast account for training.
- 4) Payment is required. Follow the instructions and fees on page 3.

Note: Failure to follow all steps may cause a rescheduling of your appointment.

Checklist for the 1st appointment:

- ☐ Payment (either online prior to the first appointment or by check at the first appointment). No cash.
- ☐ A completed application and section 1 completed by your Authorized Signatory.
- ☐ Video training confirmation. (Printed and brought to the 1st appointment).
- ☐ Applicant must bring one of the following document categories:
 - ☐ Driver's license (must be current) and social security card or
 - ☐ Driver's license (must be current) and current (or expired) passport or
 - ☐ Driver's license and birth certificate.
- For applicants born outside the U.S: Valid Passport, Birth certificate, Permanent Resident card, or Visa and, if not a US citizen, employment authorization issued by the federal government.
- If the applicant has ever had a Resident Alien number, it should be provided on the badge application.

Copies are not accepted. If you are unable to provide the original documents listed above, notify your company representative for additional document options prior to the badge appointment.

At the 2nd appointment:

If the applicant receives clearance and all criteria have been met, the badge will be provided at the 2nd appointment. Clearances take approximately 2-5 days to return and up to 30 days if born outside the USA.

If you have any questions, please resolve them with your company representative before scheduling an appointment.

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Digicast Account Setup

The instructions to create an account are as follows:

1. Go to <https://www.antndigicast.com>
2. Click on Create an Account
3. Airport ID is: HXD (you can type HXD instead of scrolling for it)
4. Home Department: Security
5. Company: Name of your affiliation (company/employer/hangar section)
6. Fill out the required information and click "Register." Each applicant must have their own email.
7. After you register, the Badge Office will receive an email that you have applied for an account. We must approve the account before you can begin video training. Please allow 2 business days for the office to approve the account.
8. View the following videos and pass the test for each video. The test can be taken multiple times, if necessary, to achieve a passing score. It is recommended to take notes since you must receive a passing score.

The videos can be found by using the search menu at the top of the Digicast home page. Search by name or code #.

Security Awareness Training for GA Tenants at Commercial Airports (Code 711098)

Airport Insider Threat Training Course (Code 711127)

The results must be printed and brought to the office at your first appointment. The confirmation can be printed in Digicast by following:

Reports (upper right corner) > User Result > Compliance (at end of row) > Print.

The printout will show your name and the courses with Passed in the status column.

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Payment

The cost of an AOA badge is \$50.

****All fees are non-refundable. Please make sure you intend to complete the badge process before submitting payment.****

We highly recommend ONLINE PAYMENT BY CREDIT CARD prior to your appointment.

Reminder- *An AOA badge provides no access to be on the commercial side of the airport. If you plan to work at the terminal on the commercial side of the airport, you must adhere to the SIDA instructions on the previous page of the website. Contact your company representative or the Badge Office if you are still unsure.*

For in person payment

A check made payable to: Hilton Head Island Airport. Cash is not accepted.

For online payment

(There is a small online processing fee).

A convenient payment system with an email receipt:

<https://www.hiltonheadairport.com/business/badging-and-training.html>

or, on the website, click the following tabs: Business > Access and Badging > then locate the My Beaufort County Pay it box and click Get Started.

On the Make a Payment page, it will ask you for the following information:

- Contact Information
- Payment Information
- Payment Amount (enter the cost of your Badge) \$50
- Category Type (this is a drop-down menu, choose Access Badge AOA- New Applicant)
- Invoice Number (Type "new badge")
- Optional Text (If you are paying for another person enter the name here or leave blank)

**** On the checkout page, you will be asked to create an account. If you do not wish to create an account scroll to the bottom and use Continue as Guest. ****

After you make the payment, an email receipt will be sent to both you and the Badge Office.

Once all steps in the instructions are completed, you must contact the Badge Office either by telephone or email for an appointment to begin the badge process.

Airport Badge Office:

HXDbadge@bcgov.net