



## HILTON HEAD ISLAND AIRPORT

### **What is the reason for an airport badge?**

Airport badges are issued to ensure airport security and are a key part of airport security efforts. They help to protect passengers, crew, and staff from potential threats. Badges authorize access to specific areas of the airport, such as the airfield, terminal, or General Aviation.

### **Do I need a SIDA badge?**

If you will work in the restricted areas of the airport terminal, then you will require a SIDA badge. The best person to ask is your company representative.

### **Do I need an AOA (General Aviation) badge?**

Are you based in our airport's General Aviation section? Are you a flight school enrollee? Do you own or lease a hangar in this airport? Are you a private pilot based at the FBO? These are indicators that you require an AOA badge. The best person to ask is your company representative.

### **What are the hours of the Badge Office?**

Monday - Friday, by appointment only.

### **What are the fees associated with obtaining an access badge?**

The Badge Fee Schedule is posted on our website in the Access and Badge section.

### **What if I do not have a driver's license?**

There are numerous ways to meet the identification requirement for an access badge. We are federally required to collect two forms of identification. We have listed the easiest ways to satisfy that requirement in our application instructions. If you cannot provide one of the documents listed there, contact your company representative for alternative ways or consult the Federal I-9 Form.

### **Why can't I use a driver's license and a concealed weapons permit or military ID to satisfy the document requirement?**

As per the Federal I-9 form those documents establish identity. Documentation that establishes both identity and employment authorization is required by statute.

### **What if I was born outside of the United States?**

Applicants born outside the United States must provide a valid passport, birth certificate, permanent resident card, Visa or I-94 form as part of their two documents. If an Alien Registration Number has ever been issued to you, it must be provided to the Badge Office upon application.



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### **Why do the names on my application and identification have to be identical?**

Federal regulations require the names on the identification to match the application name. For this reason, we cannot accept any identification that does not match exactly.

### **What if I do not provide the required information?**

The airport will not submit your information for the clearances, and you will be unable to obtain an airport badge.

### **Can I sign section 1 of my own access badge application?**

No. TSA mandates that all applications be submitted with approval from an Authorized Signatory.

### **What is an Authorized Signatory?**

The Authorized Signatory is the primary point of contact of your company/entity. They attend specialized training to learn TSA regulations. This individual is responsible for confirming the applicant has an operational need to obtain an access badge. They are also responsible for authorizing and verifying the information on all badge applications and ensuring the identity of the individual before the application is submitted.

### **How can I pay for the access badge?**

Payments must be made at or prior to the first badge appointment. Applicants can either pay online by credit card through our website or bring a check to the appointment made payable to Hilton Head Island Airport. There are no refunds once payment is made, so be certain you will complete the badge process. Cash is not accepted.

### **Can I pay for more than one employee at a time?**

We cannot accept bulk payments. This is to make sure that each applicant has satisfied the criteria of the application process before accepting payment.

### **How long will my background check take?**

A background check varies by individual and may take anywhere from 2 days to a week. If the applicant is born outside the U.S. it may take up to 30 days. We must wait for TSA to clear each applicant, so the delay is not due to our office.

### **How do I return my badge?**

Access badges should be returned to your Authorized Signatory. If that is not possible, the badge can be delivered to the Airport Badge Office, 26 Hunter Road, Hilton Head, SC 29926.

For further information contact the Airport Badge Office:  
[HXDBadge@bcgov.net](mailto:HXDBadge@bcgov.net)