

Security Training Completion Form (2025)

This certifies that security training required by 49 CFR Part 1542.213 has been successfully completed and all requirements outlined in 49 CFR Part 1542.213 covered.

Last Name	First Name	Last 4 SSN*
Phone Number	Email Address	
Street Address		
City	State	Zip Code
Employer (1)		Signatory Signature
Employer (2) <i>*Only complete if you hold more than one badge</i>		Signatory Signature
Emergency Contact Name	Relationship	Phone Number

The following is **PROHIBITED** during the testing process:

- Talking/disrupting other test takers
- Improper use of computer equipment and/or restarting computers
- Use of radios, cell phones, or other electronic devices
- Outside notes, pens, pencils, paper, or other materials
- Food or drink

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- Testing room desks are equipped with dry-erase boards and markers for taking notes
 - At the end of the test, please erase the board and return any testing materials to the Operations Center.
 - Failed attempts must wait 24hrs before retaking a test.
 - Failed attempts in excess of three (3) times will result in the inability to receive a badge for one (1) year from the date of the last failed attempt.

My signature confirms that I have read and fully understand PWM testing policies. I understand that the testing room is monitored by CCTV and that if I violate any of these policies, I will be removed from testing and retesting will be at the discretion of Airport Management.

Signature: _____

Date: _____

FOR OFFICE USE ONLY

Date Course Completed: _____

PASS / FAIL (Please Circle One)

AOC Signature: _____

Date: _____



I hereby submit to the Portland International Jetport (herein known as the airport operator) this Security Training Completion Form as my intent to establish or renew a PWM Security ID Badge. By initialing below, I certify that I have read, fully understand and will adhere to the airport operators rules and regulations.

_____ 1. I agree to comply at all times with the security rules and policies of the airport operator, including the provisions of Chapter 25 and the Transportation Security Administration (TSA), an agency of the United States, including the provisions of Title 49, CFR Parts 1540, 1542, and 1544.

_____ 2. My Security ID badge remains the property of the Portland International Jetport (PWM), and is issued for use as long as I have an operational need for unescorted access, and is not transferable to any other individual. PWM has the right to revoke the authorization of my ID badge where such action is determined to be in the best interest of airport security.

_____ 3. I will visibly display my PWM Security ID badge on my outermost garment, above the waist and below the neck at all times when inside the SIDA, Secured, or Sterile areas of the airport.

_____ 4. I must challenge individuals who are not displaying airport approved identification and immediately notify the Jetport Operations Center (207-756-8310) of any individual with an invalid ID, or who cannot produce a valid airport issued or airport approved ID. (1542.211 (d))

_____ 5. In the event of any change in my PWM Security ID Badge status, I will obtain a new PWM Security ID badge and/or return my current badge directly to the Operations Center.

_____ 6. I will neither aid nor participate in "piggy-backing" (allowing unauthorized access to secured, sterile or restricted areas) nor will I otherwise breach, disobey, or disregard any security directive, plan, or program at the airport. Failure to comply with PWM Security Rules shall result in badge suspension and possible revocation (refer to item #12).

_____ 7. Access to gates and doors will be monitored by surveillance cameras and the airport access control system. I will follow "STOP AND WAIT" procedures at all doors and gates to ensure they are securely closed before leaving the area.

_____ 8. I will immediately notify my Authorized Signatory who will then inform the Airport Security Coordinator if I am arrested of any crimes listed under Title 49, CRF, Parts 1542.209 and 1544.229.

_____ 9. I will immediately notify my Authorized Signatory and the Jetport Operations Center if my PWM Security ID Badge is lost or stolen. I understand that I am able to receive a replacement badge, at the discretion of the Airport Security Coordinator, when I pay the fee and turn in a letter from my Authorized Signatory to the Jetport Operations Center.

_____ 10. I will not tamper, interfere with, compromise, modify, attempt to circumvent, or cause a person to tamper or interfere with, compromise, modify, or attempt to circumvent any security system measure, or procedure implemented.

_____ 11. I understand that all persons in the SIDA are prohibited from carrying a firearm unless that person is a Law Enforcement Officer required to carry a firearm while performing Law Enforcement duties at the airport.

_____ 12. I understand that my PWM Security ID Badge only allows unescorted access to the SIDA, Sterile, or Secured area with an operational need. Operational need, for this purpose, is defined as an individual having a legitimate, business related need to access a security area. Individuals should be on company time and carrying out those job duties as defined by their job description and/or at the discretion of their management. Individuals accessing the SIDA, Sterile, or Secured area without an operational need or while off duty are subject to security violation penalties.

_____ 13. I understand that my PWM Security ID Badge does not permit escorting unless the escort credential is present. If the escort credential is present it only allows the escort of those individuals who are NOT badged and have an operational need (defined by the airport operator in #12). All equipment, tools, materials, etc. being taken into the SIDA, Sterile, or Secured area by an individual under escort are also the responsibility of the escorting badge holder. The airport operator may deny escort eligibility for any reason they determine to be in the best interest of airport security. Escorts are limited to the number of escorts listed on their badge.

_____ 14. I understand that failure to comply with airport security rules will result in a Notice of Violation. Moreover, the penalties for security violations may include badge suspensions, retraining, disciplinary meetings, and/or badge termination. All badge suspensions and penalties are at the discretion of the Airport Security Coordinator. **CENTRALIZED DATABASE NOTICE:** Individuals who violate aviation security requirements resulting in ID media revocation, will be added to the CRD for a period of five years.

_____ 15. **AVIATION WORKER SCREENING NOTICE:** Aviation workers are subject to screening for unauthorized weapons, explosives, and incendiaries. Non-Compliance with the Jetport's aviation worker screening policy could result in penalties, which may include confiscation of the airport operator-issued ID media and/or revocation of unescorted access authority. **SCREENING NOTICE:** Any employee holding a credential granting access to a SIDA Area or Sterile Area, or individual under escort, may be screened at any time while gaining access to, working in, or leaving a SIDA or Sterile Area.

_____ 16. **LATE RENEWAL NOTICE:** Badge holders are expected to renew their badges before the expiration date. Any renewals after the badge has expired will require a \$40 Late Badge Renewal Fee before the new badge will be issued. Badge renewals over 45 days late will require a new application.

_____ 17. I understand that I must notify the Airport Operations Center when my home address changes. My current home address must be on file with the Airport Operations Center at all times that I possess an Airport Security ID badge.

_____ 18. I have been given TSA's Privacy Act Notice and was offered the opportunity to retain an electronic or hard copy.

