

## Deactivation

It is the sponsor's responsibility to notify the DER if the person(s) sponsored is no longer associated with the aircraft. The badge is property of NYSDOT and must be surrendered to the sponsor or the DER. The Sponsor and/or DER must obtain the badge for immediate deactivation and returned to NATACS.

***Badges are not transferable.***



**Please check the NATACS website  
for further information**

***<https://www.natacs.aero/frg/>***

**or call Customer Service at**

**1.888.440-6661**



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NEW YORK STATE  
DEPARTMENT OF TRANSPORTATION

**REPUBLIC AIRPORT**

## **Aircraft Owner/ Operator Sponsor Guide**

January 2012



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[www.republicairport.net](http://www.republicairport.net)

## Responsibilities

*You have designated yourself as the Sponsor and therefore represent interest in the Airport ID Badge System. As an aircraft sponsor you are ultimately responsible for any individual(s) approved through the Airport ID system and are granting unescorted airside access to the airport. Only those individuals who have an aviation need should obtain unescorted access to the airfield with an Airport ID Badge. As a Sponsor, authorization permits the badge holder access to your aircraft as well as anyone under escort of the badge holder.*

Every badge holder must be in compliance with TSA disqualifiers; criminal history and identity checks are required to receive an airport ID badge. Personal data, including full name, current address, phone number(s), valid email and U.S. Social Security Number is required for enrollment.

An Airport ID Badge will provide access through any pedestrian walkthrough gate. Please check with your Landlord before applying for vehicle access privileges.

The badge is valid for two (2) years. Vehicle access is valid for one (1) year.

## Begin Sponsor Approval

Log in to your account. The name of any badge applicant who has applied under the Sponsors aircraft number will appear in the first screen.



As the Aircraft Sponsor, you have the right to approve or deny any applicant requesting sponsorship. If you do not recognize the name of the applicant, you have the right to deny the request. For record keeping purposes, sponsors are asked to provide a reason for this action. Some examples include, “Do not recognize this person”, “No longer a member of our organization” or “no longer affiliated with aircraft.” **Please keep in mind, all badge applications are non-refundable.**

Choose the appropriate response “Approve” or “Deny” for the badge application process to proceed.



Once the Sponsor has approved the applicant, the Sponsor has acknowledged recognition and responsibility for the applicant.

The applicant's information will appear on the dashboard of the Landlord DER. The DER is responsible for approving or referring the badge applicant's enrollment. Background, criminal ID checks and photo approval are performed by the Landlord DER. If there is any discrepancy with the application process, the badge holder will be contacted for clarification by the DER.

Once approved by the DER, the badge will be printed and shipped to the DER for distribution.

The badge cannot be mailed and must be picked up by the badge applicant from the DER. The applicant must provide two (2) forms of government issued photo ID for their first time enrollment. If the badge holder is renewing the badge, they must surrender the old badge.