



VIPA HERA ID Media request Procedures: NEW or Renew

1. Determine that a HERA ID Media is required
2. Complete HERA ID Media application (Employer and Employee)
 - A. ID Media (**\$25**) (1st time ID Media request, SIDA Class Required for Airport Workers)
 - a. HERA ID Media Application accompanied by a letter on **Company Letterhead**
 - b. Application and letter should be submitted to VIPA Security Office **NO LESS** than seven (7) days prior to SIDA class (if SIDA Class is needed)
 - c. ID Media request letter should include: employee(s) full name(s), a brief description of duties and type of access required (e.g. E, RA, T)
 - d. Employee must present original documents (**picture ID**) to VIPA Security Office before the badge is issued (e.g. Passport, Residence Card, Social Security Card, birth certificate.....) **Proof of citizenship is required**
 - B. Airport 30 Day Temporary ID (**\$8**)/1 Day Temporary ID (**\$3**) (No SIDA Class required)
 - a. Request for Airport Temporary Badges should also be a letter on **Company Letterhead**
 - b. Submitted to VIPA Security Office **NO LESS** than three (3) days prior to start day usage
 - c. Letter should include: employee(s) full name(s), DOB, SS# and POB
 - d. Employee must present original documents (picture ID) to VIPA Security before the badge is issued (e.g. Passport, Residence Card.....) **Proof of citizenship is required**
3. Employee(s) should be fingerprinted **NO LESS** than three (3) days prior to SIDA Class (CHCR) (**\$40**)
 - A. Monday, Wednesday & Friday 9a-11a (fingerprinting days and hours)
4. Employee(s) to attend SIDA Class (if applicable) (date and time of SIDA class to be determine by HERA Security Office)
5. **NOTE:** CBP Seal required for HERA **AOA**, sterile and secured areas