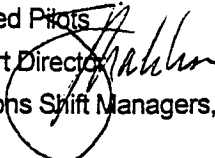


# Memo

**To:** Worcester Airport Based Pilots  
**From:** Eric N. Waldron, Airport Director   
**CC:** Airport Police, Operations Shift Managers, Swissport  
**Date:** February 22, 2005  
**Re:** Requirements for Access to Worcester Regional Airport

---

In an effort to clarify and outline the requirements for obtaining a badge for access at Worcester Regional Airport, below is a list of guidelines and requirements.

- A. **BASED PILOTS** – required to hold an **ORH Airport ID (GREEN – GA RAMP)**. The style gray or white paper laminated ID's are no longer valid. We have a new system in place that features a white solid card with a green box on the right and contains a built in gate card. **Also, if you possess a State MAC badge, you will still need to get a Worcester Airport ID.** If you underwent the fingerprint process for the State MAC badge, in most cases we can use those for the Airport badge. However, all State MAC pedestrian holders will now need to get fingerprinted.
- a. Requires applicant to go through the FBI Fingerprint Process / Criminal History Records Check (CHRC). Cost of fingerprinting is \$31, payable by check to Worcester Regional Airport. After the application is filled out and fingerprints are submitted, estimated time for fingerprint process is 3 weeks. However, frequently fingerprint cards are unreadable or become lost in the process at the federal level, both requiring a new set of prints to be taken (no charge for extra prints) and can sometimes take longer than 3 weeks.
  - b. Pilot vehicle drivers will need to provide the Airport Police with proof of insurance policy of at least \$100,000 in property damage, and obtain a ramp sticker for \$15. Both vehicle and pedestrian pilot tenants are required to have a CHRC (fingerprint check) completed.
  - c. **Fingerprints can be processed and stickers obtained at the Airport Police Station. Please call before coming down to ensure someone is available to assist you. The number is 508-799-1349.**
  - d. When the fingerprint results come back, you will be called for an appointment to come in to get your picture taken and you will receive your airport ID at that time. Pictures are taken at the Terminal building in the office to the right of the escalators.
  - e. Your ID is valid for two years and will need to be renewed. Fingerprints will not need to be done a second time. However, your vehicle sticker will need to be renewed yearly at a cost of \$15.
  - f. **Swissport has provided escorts to a few based pilots who have not obtained a current, valid Airport ID. The cutoff date for this service is 4/4/05; after that time based pilots will need to have a current Worcester Airport ID for access into the airport. Pedestrian access only exceptions will be made for those pilots that have submitted the application, fingerprints and associated costs to the airport police prior to the above cutoff date. The access is pedestrian only and you must sign in each and every time at Swissport. Swissport will escort you to your aircraft. Transient pilots will continue to sign in and present ID to Swissport for airport access.**
  - g. Student Pilots will also need to obtain an Airport ID badge, and go through the fingerprint process prior to their first solo flight. Cost is \$31 for fingerprints and is Pedestrian Access only.

Please feel free to call Airport Operations (508) 799-1325 with any questions. Thank you.