



Broward County Aviation Department

Badging Requirements & Ramp Driving Privileges at Fort Lauderdale – Hollywood International Airport (FLL)

Director of Security

Badging Requirements and Ramp Driving Privileges

Broward County Aviation Department

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Procedures for
Unescorted Access Privileges

Fort Lauderdale-Hollywood International Airport (FLL)

WARNING:

After execution, some documents in this package contain sensitive security information which is controlled under 49 CFR Part 1542 (Airport Security) and 49 CFR Part 1520 (Protection of Sensitive Security Information). This material may not be released without written permission.

For authorization procedures you may contact the Broward County Aviation Department's Badge Office at 954-359-1217.

Unauthorized release of any sensitive security material may result in civil penalty, or other action, by the Airport Operator and/or the Transportation Security Administration.

Director of Security
Operations Division of the
Broward County Aviation Department

Badging Requirements and Ramp Driving Privileges

Privacy Act Notice

- Authority:** 49 U.S.C. Title 114, 44936 authorizes the collection of this information.
- Purpose:** The Department of Homeland Security (DHS) will use the biographical information to conduct a Security Threat Assessment (STA) and will forward any fingerprint information to the Federal Bureau of Investigation to conduct a Criminal History Records Check (CHRC) of individuals who are applying for, or who hold, an airport-issued identification media or who are applying to become a Trusted Agent of the airport operator. DHS will also transmit the fingerprints for enrollment into the US-VISIT's automated Biometrics Identification System (IDENT). If you provide your Social Security Number (SSN), DHS may provide your name and SSN to the Social Security Administration (SSA) to compare that information against SSA records to ensure the validity of your name and SSN.
- Routine Uses:** This information may be shared with third parties during the course of an STA, employment investigation, or adjudication of a waiver or appeal request to the extent necessary to obtain information pertinent to the assessment, investigation, or adjudication of your application or in accordance with the routine uses identified in the Transportation Security Threat Assessment System (T-STAS), DHS/TSA 002.
- Disclosure:** Furnishing this information (including your SSN) is voluntary; however, if you do not provide your SSN or any other information requested, DHS may be unable to complete your application for identification media.

Badging Requirements and Ramp Driving Privileges

BADGING OFFICE – Hours of Operations

LOCATION: Southside of the Hibiscus Parking Garage
(Near the “blue” elevator core and
outside of the parking facility)

TELEPHONE: 954-359-1217

FAX: 954-359-1219

OFFICE HOURS:

Open: Monday, Tuesday, Wednesday and Friday
8:30 AM – 4:30 PM

Thursday
9:00 AM – 4:30 PM

Closed: Saturdays and Sundays
Broward County Holidays

FINGERPRINT HOURS:

Monday-Friday 9:30 AM – 11:30 AM
1:00 PM – 3:30 PM

Note: fingerprinting is on a “first come, first served” basis so you
need to sign in upon arrival.

Badging Requirements and Ramp Driving Privileges

FINGERPRINT APPLICATION FOR CRIMINAL HISTORY RECORD CHECK

Sponsor Company: _____ Contracted Company: _____ Company Address: _____ _____ _____ Employee's Full Name: _____ <div style="display: flex; justify-content: space-around; margin-top: 5px;"> (First) (Middle) (Last) </div> Aliases and Nicknames (including maiden name, previously married names, etc., if applicable): _____ _____ Date of Birth: _____ Eye Color: _____ Hair Color: _____ Height: _____ Weight: _____	Gender _____ Race _____ Country of Citizenship _____ Place of Birth _____ Current Home Address _____ City _____ State _____ Zip Code _____ Employee Signature: (see affidavit below) The information I have provided is true, complete, and correct to the best of my knowledge and belief and is provided in good faith. I understand that a knowing and willful false statement can be punished by fine or imprisonment or both (Section 1001 of Title 18 of the United States Code). _____ Authorized Signatory Signature Date of Application: _____
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AFFIDAVIT: This applicant acknowledges that the Transportation Security Administration (TSA) has determined that a withheld adjudication, whether through a guilty plea or a plea of *nolo contendere* (no contest), constitutes a conviction for the purpose of unescorted access to the AOA (49 CFR Part 1542). I also accept that upon receipt of a directive from the TSA or a modification to the regulation, my unescorted access to the secure area of the Airport may be denied or revoked.

BILLING (allowable only to companies authorized by BCAD Finance Department)

Authorized Signatory Signature for Billing _____ Date _____

Fingerprint Fee: Electronic Submission \$27.00 Ink-Rolled Hard Card \$31.00	Payment Method: Cash \$ _____ Check \$ _____ No. _____ Billing \$ _____
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BCAD USE ONLY: Initials of Trusted Agent _____ Fingerprint Date _____ Transaction # _____

Badging Requirements and Ramp Driving Privileges

LIST OF ACCEPTABLE DOCUMENTS FOR SECURITY THREAT ASSESSMENT (STA)

(All documents must be unexpired)

LIST A Documents that Establish Both Identity and Employment Authorization	LIST B Documents that Establish Identity	LIST C Documents that Establish Employment Authorization
	OR	AND
U.S. Passport or U.S Passport Card	Driver's license or ID card issued by a state or outlying possession of the United States provided it contains a photograph or information such as name, date of birth, gender, height, eye color and address	Social Security Account Number card other than one that specifies on the face that the issuance of the card does not authorize employment in the United States
Permanent Resident Card or Alien Registration Receipt Card (<i>Form I-551</i>)	ID card issued by federal, state or local government agencies or entities, provided it contains a photograph or information such as name, date of birth, gender, height, eye color and address	Certification of Birth Abroad issued by the Department of State (<i>Form FS-545</i>)
Foreign passport that contains a temporary I-551 stamp or temporary I-551 printed notation on a machine-readable immigrant visa	School ID card with a photograph	Certification of Report of Birth issued by the Department of State (Form DS-1350)
Employment Authorization Document that contains a photograph (Form I-766)	Voter's registration card	Original or certified copy of birth certificate issued by a State, county, municipal authority, or territory of the United States bearing an official seal
	U. S. Military card or draft record	Native American tribal document
In the case of a nonimmigrant alien authorized to work for a specific employer incident to status, a foreign passport with Form I-94 or Form I-94A bearing the same name as the passport and containing an endorsement of the alien's non-immigrant status, as long as the period of endorsement has not yet expired and the proposed employment is not in conflict with any restriction or limitations identified on the form	Military dependent's ID card	U.S. Citizen ID Card (Form I-197)
	U.S. Coast Guard Merchant Mariner Card	
	Native American tribal document	Identification Card for Use of Resident Citizen in the United States (Form I-179)
	Driver's license issued by a Canadian government authority	
Passport from the Federated States of Micronesia (FSM) or the Republic of the Marshall Islands (RMI) with Form I-94 or Form I-94A indicating nonimmigrant admission under the Compact of Free Association Between the United States and the FSM or RMI	For persons under age 18 who are unable to present a document listed above:	Employment authorization document issued by the Department of Homeland Security
	School record or report card	
	Clinic, doctor or hospital record	
	Day-care or nursery school record	(USJIS 8/7/09)

Badging Requirements and Ramp Driving Privileges

SOCIAL SECURITY INFORMATION
FOR PURPOSES OF UNESCORTED ACCESS IN STERILE AND SECURE AREAS

FULL Name: _____
(print first, middle, last)

Company Name: _____

Social Security Number: _____
(all nine numbers)

I authorize the Social Security Administration to release my Social Security Number and full name to the Transportation Security Administration, Office of Transportation, Office of Transportation Threat Assessment and Credentialing (TTAC), Attention: Aviation Programs (TSA-19)/Aviation Worker Program, 601 South 12th Street, Arlington, VA 20598.

I am the individual to whom the information applies and want this information released to verify that my SSN is correct. I know that if I make any representation that I know is false to obtain information from Social Security records, I could be punished by a fine or imprisonment or both.

I refuse to submit my Social Security Number and understand that doing so may delay or prevent completion of a Security Threat Assessment which is required for me to obtain an airport ID/access media according to federal regulations.

Signature: _____ Date: _____

Badging Requirements and Ramp Driving Privileges

REQUIRED PERSONAL INFORMATION FOR FLL SECURITY BADGE **PRINT ALL INFORMATION EXCEPT SIGNATURE LINE!**

Last Name _____

First Name _____

Middle Name _____

Other Names Used: _____

Sponsor Company _____

Contracted Company _____

Job Title _____

Current **Home** Mailing Address _____

City _____ State _____

Country _____ Zip _____

Daytime Telephone Number (_____) _____

Date of Birth _____ Gender: Male _____ Female _____

Hair Color _____ Eye Color _____ Height _____ Weight _____

Country of Birth _____ Country of Citizenship _____

If not a U.S. citizen, provide one of the following **unexpired** documents to the Security Office:

- Alien Registration
- I-94 Arrival/Departure
- Non-Immigration Visa Control

If a U.S. citizen born abroad or naturalized, provide one of the following **unexpired** documents to the Security Office:

- U S Passport:
- Certificate of Naturalization
- Certificate of U. S. Citizenship
- Certification of Birth Abroad
- Certification of Report of Birth
- Consular Report of Birth Abroad

Signature _____ Date _____

BCAD Trusted Agent Only: Documents Verified by _____ Date _____

Badging Requirements and Ramp Driving Privileges

Disqualifying Crimes Certification

BY SIGNING BELOW, I CERTIFY THAT I HAVE NOT, DURING THE PAST 10 YEARS, BEEN CONVICTED OR FOUND NOT GUILTY BY REASON OF INSANITY FOR ANY OF THE FOLLOWING CRIMES:

Forgery of certificates, false marking of aircraft, and other aircraft registration violation;
Interference with air navigation;
Improper transportation of a hazardous material;
Aircraft piracy;
Interference with flight crew members or flight attendants;
Commission of certain crimes aboard aircraft in flight;
Carrying a weapon or explosive aboard aircraft;
Conveying false information and threats;
Aircraft piracy outside the special aircraft jurisdiction of the United States;
Lighting violations involving transporting controlled substances;
Unlawful entry into an aircraft or airport area that serves air carriers or foreign air carriers contrary to established security requirements;
Destruction of an aircraft or aircraft facility;
Murder;
Assault with intent to murder;
Espionage;
Sedition;
Kidnapping or hostage taking;
Treason;
Rape or aggravated sexual abuse;
Unlawful possession, use, sale, distribution, or manufacture of an explosive or weapon;
Extortion;
Armed or felony unarmed robbery;
Distribution of or intent to distribute, a controlled substance;
Felony arson;
A felony involving a threat;
A felony involving:
 willful destruction of property;
 importation or manufacture of a controlled substance;
 burglary;
 theft;
 dishonesty, fraud, or misrepresentation;
 possession or distribution of stolen property;
 aggravated assault;
 bribery; or
 illegal possession of a controlled substance punishable by a maximum term of imprisonment of more than 1 year;
Violence at international airports; or
Conspiracy or attempt to commit any of the aforementioned criminal acts

I, the *APPLICANT*, by signing below, do hereby certify that the information I have provided on this application is true, complete, and correct to the best of my knowledge and belief and is provided in good faith. I understand that a knowing and willful false statement on this application can be punished by fine or imprisonment or both (section 1001 of Title 18 United States Code). **I acknowledge that the Transportation Security Administration (TSA) has determined that a withheld adjudication (court did not pronounce guilt or innocence), whether through a guilty plea or a plea of *nolo contendere* (no contest), constitutes a conviction for the purpose of unescorted access to the AOA (49 CFR Part 1542). I also accept that upon receipt of a directive from the TSA or a modification to the regulation, my unescorted access to the secure area of the Airport may be denied or revoked.**

I am also aware that under Federal regulation 49 CFR Part 1542.209, **I am required to disclose to the Airport within 24 hours of being convicted of any disqualifying criminal offense that occurs while I possess unescorted access privilege.** I acknowledge that I may receive a copy of my criminal record received from the FBI if I request it in writing to the Airport, and, if I have any questions concerning my criminal history record check, I may contact the Airport Security Coordinator.

Applicant Name - PRINT:

Applicant Signature:

Date: _____

Badging Requirements and Ramp Driving Privileges

ESCORT AUTHORITY & VISITOR BADGE PROGRAM

Escort Definition The Escort Program applies to all areas within the perimeter of this Airport. Employees authorized by their company to act as an escort for personnel who do not have unescorted privileges:

- Must have been employed for at least three (3) months at FLL Airport or have held a SIDA badge at another U.S. airport for the past three (3) months; and
- Must be fluent in the English language; and
- Must not have committed any escort violations at FLL in the past twelve (12) months

Visitor Definition The Visitor Badge Program is only for the Terminal Airport Operations Area (a Security Identification Display Area). Individuals authorized a Visitor Badge to perform a service:

- Must not have an FLL-issued badge.
- Must be conducting business with or for an airport user (i.e.; equipment maintenance, contract service, class/seminar, interview, flight crew member not in uniform, etc.).
- Must be at FLL on a temporary basis.
- Must remain under escort at all times while in secure areas.

Issue Procedures If a Visitor Badge is lost, the user or escort must immediately notify the BCAD Communication Center (954-359-1201). A penalty of \$50 is to be paid by the user prior to return of the collateral.

- A thorough entry must be made in the Visitor Badge Log.
- Photo identification, preferably a valid driver's license, should be presented. When BCAD issues a Visitor Badge they will hold the ID as collateral until the assigned Visitor Badge is returned. If possible, tenants are encouraged to do the same.
- Visitor Badges signed out from BCAD, including Gate 100, must be returned on a daily basis. If a tenant chooses to issue a Visitor Badge for more than one day they must enter an 'end' date in the log when the Visitor Badge is assigned.

Escort Procedures It is the responsibility of the escort to:

- Receive and maintain an Escort Authority designator on the FLL badge
- Accompany the visitor/s at all times
- Escort only as many visitors as may be properly controlled
- Be able to see the visitor/s at all times
- Make sure the visitor/s can hear any instructions given to them
- Only let the visitor go where the escort is allowed access

Escort Affidavit: I, the undersigned, acknowledge and understand my responsibilities as a FLL badge holder who is being allowed Escort Authority privileges. I am aware that any deviations to the aforementioned requirements will result in a BCAD Notice of Violation or Citation, and that I may be subjected to a TSA Civil Penalty pursuant to 49 CFR Part 1542 – Airport Security. I also accept that my Escort Authority privileges may be denied or revoked by either my employer or BCAD at any time.

Employee Name (**printed**) _____ Date _____

Employee's Signature _____

Employee's Company _____

Company's Authorized Signatory _____

Badging Requirements and Ramp Driving Privileges

Sec. 2-39. Airport Security at Fort Lauderdale-Hollywood International Airport:

(c) *Consent to Search and/or Inspection of Motor Vehicle.* Any motor vehicle and the contents thereof when on, entering, or exiting the AOA, or other restricted Airport area, shall be subject to search and/or inspection by an authorized law enforcement officer or designated Department employee for the purpose of determining ownership of such vehicle and the contents thereof, and for examining the documentation relating thereto. The operation or use of such motor vehicle by any person when on, entering, or exiting the AOA, or other restricted Airport area, shall constitute the consent of the owner, operator and/or user of such vehicle to the aforesaid search and/or inspection. Inspections relating to U.S. Customs bonded cargo and customs seals shall be subject to the rules and regulations of the United States Customs Service.

(d) *Consent to Searches and/or Inspections of Persons and Property.* No person shall enter the AOA, or other restricted Airport area, except: (1) persons who have current, valid Security Identification Media, or (2) persons with a Department approved escort, or (3) persons issued a temporary permit pursuant to Section 2-25(a), Broward County Code of Ordinances, or (4) employees of federal, state, or local governmental bodies then having official business thereon and bearing proper identification. No person on the AOA, or entering or attempting to enter, exiting or attempting to exit the AOA, or other restricted Airport area, shall refuse to produce for search and/or inspection at the request of an authorized law enforcement officer or designated Department employee, Security Identification Media and the contents of any vehicle, bag, case, parcel, box or container of any kind in his/her possession. Where the entry into or departure from the AOA or attempt thereof is by means of a motor vehicle, no person shall refuse to produce for inspection, upon request of an authorized law enforcement officer or designated Department employee, a driver's license, Security Identification Media, or both. No person shall refuse to produce at the request of an authorized law enforcement officer or designated Department employee any document in his/her possession relating to the ownership or possession of cargo or freight when on, entering, or exiting the AOA, or any restricted Airport area. Request by any person to enter or exit the AOA, or other restricted Airport area, shall constitute the consent of such person to the aforesaid search and/or inspection.

(e) *Weapons.*

- (1) Unless duly authorized by law, no person, other than federal, state, or local law enforcement officers on duty shall carry or transport any weapon on the Airport in a manner contrary to governing law.
- (2) No person shall discharge any gun on the Airport, except in the performance of official duties requiring the discharge thereof, or in the lawful defense of life or property.
- (3) No person shall furnish, give, sell or trade any weapon or simulated weapon on the Airport unless authorized under appropriate lease with or permit issued by the County.

(f) *Enforcement.* Law enforcement officers assigned to the Airport by the Broward Sheriff's Office and such other Department employees designated by the Department shall be responsible for enforcement of this Section 2-39.

Ordinance Number: 2002-15, Effective May 20, 2002

Badging Requirements and Ramp Driving Privileges

CONSENT TO INSPECTION/SEARCH

Pursuant to 49 Code of Federal Regulations - Part 1542

I, the undersigned, hereby acknowledge and understand that should my duties as an employee of any company conducting business at the Fort Lauderdale-Hollywood International Airport (Airport) require that I access the Airport Operations Area (AOA) (the secure area of the Airport regulated pursuant to 49 Code of Federal Regulations - Part 1542, and the federally-approved Airport Security Program), I will be subject to being inspected and/or searched, and that any vehicle, bag, box, parcel, etc., in my possession may also be subject to such inspection and/or search at any time that I am entering and or exiting the AOA, as well as when I may be on the AOA.

By execution of this *Consent to Inspection/Search* form, I voluntarily consent, as a condition to entering, exiting, or being in the AOA, to such inspection and/or search.

I hereby acknowledge receipt of a copy of the policies regarding inspections and/or searches and agree to comply with same.

PRINT Name: _____

Signature: _____

Date: _____

Badging Requirements and Ramp Driving Privileges

SIDA, AWARENESS, & ID CLASS SCHEDULES

(class schedules subject to change – call to verify current schedule)

Registration: Employees must enroll for a class prior to attending.

Original badges: Fingerprint and Badge Applications, plus related paperwork, must be brought to the Badging Office at the time of fingerprinting. Upon notification, the employee may contact the Badging Office (954-359-1217) to schedule an appointment for a class.

Renewal badges: Employees may renew their badge up to 30 days prior to expiration of their existing badge.

SIDA Classes: Monday – Friday.....8:30 a.m., 11 a.m., 1:30 p.m., & 5:00 p.m.
Wednesdays.....7:00 p.m. (in addition to above)
Saturday & Sunday.....8:30 a.m.
Tuesday & Thursday the 3rd full week of every month.....3:00 a.m.

Awareness & IDs: Tuesday, Wednesday & Thursday.....7:30 a.m.

Attendance: Classes begin on time. Entry will not be granted to anyone arriving late. Please plan on arriving early enough to present identification and register. Bring pen or pencil for taking notes.

ID: For entry into all classes, attendees must present valid photo identification (your FLL badge is not considered valid ID for entry into a class).

Class Location: All Security Classes are held at the Badging Office which is located on the south side of the Hibiscus Parking Garage (near the “blue” elevator core) and outside of the parking facility.

Issuance: Employees may obtain their badge or ID after they have completed a Security class or ID Presentation, and bring their Certificate of Completion or Attendance to the Badging Office during business hours.

Office Hours: Monday through Wednesday and Friday the Badging Office is open 8:30 a.m. to 4:30 p.m. On Thursday the Badging Office is open from 9:00 a.m. to 4:30 p.m. The Badging Office is closed on holidays recognized by Broward County and designated furlough days.

Fingerprinting: Employees do not need an appointment to be fingerprinted. Fingerprinting is only conducted from 9:30 a.m. to 11:30 a.m. and from 1:00 p.m. to 3:30 p.m. on regular business days.

Customs Seals: Customs Seals are only authorized by Customs & Border Protection (CBP) and are imprinted onto the employee’s badge. In order to have continuous Customs area access, employees must re- apply for their seal with CBP at least 30 days prior to expiration of their existing badge. Please contact FLL CBP at 954-634-1932 for further information.

Badging Requirements and Ramp Driving Privileges

RAMP DRIVING CLASS SCHEDULE

(class schedules subject to change – call to verify current schedule)

Registration:

Employees must be pre-registered for the Non Movement and Movement Area Ramp Driving Classes by sending employee driver's license information to: fillrampdriving@broward.org Only the designated authorized signature personnel of a company can submit the required driver's license and class information. BCAD will **NOT** accept email sent from individual employees. Please advise if ADA assistance is necessary.

Ramp Classes:

Non-movement Area	Monday thru Friday	10:00 am
Non-movement Area	Tuesday & Thursday	6:30 pm
Non-movement Area	Tuesday & Thursday the 3 rd full week of every month	4:30 am
Non-movement Area	Wednesday	8:30 pm
Movement Area*	Monday	1:00 pm

* **Movement Area Class** held at BCAD Administration Office Complex, 100 Aviation Blvd, located east of Terminal Four, off the airport's East Perimeter Road.

Pre- Registration

Cut-off Dates:

To allow for the processing of the received email requests, cut off dates will be one week prior to the day of the requested class. Stand-bys for an unavailable class will NOT be accepted.

	Class Time	Cut off time
Monday	10:00am & 1:00pm class	= Monday prior @ 5:00pm
Tuesday	4:30am, 10:00am & 6:30pm class	= Tuesday prior @ 5:00pm
Wednesday	10:00am & 8:30pm class	= Wednesday prior @ 5:00pm
Thursday	4:30am, 10:00am & 6:30pm class	= Thursday prior @ 5:00pm
Friday	10:00am	= Friday prior @ 5:00pm

Attendance:

Classes begin on time. **Entry will not be granted to anyone arriving late.** Please plan on arriving early enough to present identification (valid driver's license) and sign in.

ID:

For entry into all classes, attendees **must present valid Driver's License** (your FLL badge is not considered valid ID for entry into a class).

Class Location:

Non Movement Ramp Driving *Computer* Classes are conducted at the Badging Office on the south side of the Hibiscus Parking Garage (near the Blue elevator core and outside of the parking facility).

Movement Area Ramp Driving Classes, conducted by an *instructor*, are held in the BCAD Administrative Offices, 100 Aviation Blvd, located east of Terminal Four off East Perimeter Road. Class attendees must report to the receptionist at the main entrance of the BCAD Administration Office complex.

Issuance:

Employees may obtain their ramp driving sticker after they have satisfactorily completed the non-movement ramp driving Class, or they can bring their Certificate of Completion to the BCAD Security Badging Office during business hours to have a sticker placed on their badge.

Office Hours:

Monday, Tuesday, Wednesday and Friday the Badging Office is open 8:30 a.m. to 4:30 p.m. Thursday the Badging Office is open from 9:00 a.m. to 4:30 p.m. The Badging Office is closed on weekends and Broward County designated holidays. All questions and inquiries concerning the Ramp Driving Classes should be emailed to: fillrampdriving@broward.org

Badging Requirements and Ramp Driving Privileges

BELOW IS AN EXAMPLE OF THE RAMP DRIVING SIGN-IN [EXCEL] FORMAT THAT YOU NEED TO PROVIDE TO BCAD AIRSIDE OPERATIONS TO PRE-REGISTER FOR RAMP DRIVING CLASS.

1. Fill in the name and company columns as they appear on the FLL SIDA ID Badge.

NOTE: contractors and vendors sponsored by your company may have multiple company names on their badge. Enter all as they appear on the badge in the column/cell. If the info is larger than the cell can hold, the info will automatically "wrap" within the cell.

2. Select the class date & time the individual will be attending. (see back for day/times)

3. Enter the drivers license number (include state if NOT Florida)

NOTE: if license number info is larger than the cell can hold, the info will automatically "wrap" within the cell.

4. Enter the entire expiration date

1		2	3	4
AS PRINTED ON SIDA BADGE				
NAME	COMPANY/SECTION	CLASS DATE / TIME	DL #	EXPIRATION DATE
BURKHART, BYRON	BCAD/OPS	04/15/09 800PM	B123-456-78-910-0	3/5/2011
CRESPO, JOHN PIERRE	BCAD/OPS	4/17/09 100PM	C987654321 New York	8/25/2010

5. Once all data is entered send via email to:

FLLRAMPDRIVING@BROWARD.ORG (address is **not** case sensitive)

6. The validity of an individual's Florida Driver's license can be checked at the following website:

<https://www6.hsmv.state.fl.us/DLCheck/main.jsp>