

Melbourne International Airport Security Badge Rules and Regulations

1. All persons in the AOA portion of the Airport will be required to display on their persons, at all times, the proper Airport issued identification badge. The identification badge will be displayed on the upper portion of the body on the outer garment so as to be clearly visible.
2. It is not permissible, under any circumstances, to use another person's identification badge or to allow another person to use the identification security badge issued to the applicant.
3. Un-badged individuals may have access provided they are escorted by a properly badged person that is authorized to access that area. The escort must maintain constant visible eye contact with the person(s) under escort.
4. Mutilation or alteration of any identification badge will invalidate the badge.
5. Airport identification security badges remain the property of the Melbourne Airport Authority and must be returned to the Airport Authority upon the individual's termination of employment or work assignment at the Melbourne International Airport. Any badges not returned will subject the Badge Sponsor to the fine of \$100.00. Applicant hereby authorizes their employer to deduct \$100.00 from applicant's wages for any such badge not promptly returned upon signing the badge application.
6. All lost, stolen, or otherwise not properly returned security badges must be promptly reported to the badge sponsor and thereafter to the Airport Security Coordinator or his designee at the Melbourne Airport Police Department in writing.
7. Badges holders are responsible for any unauthorized entry when operating any security door or gate, while the door or gate is still open. All badge holders shall wait until the door or gate is fully closed before leaving the area.
8. All security badge holders will renew their issued Airport identification security badge before the expiration date which is listed on the front of the badge.
9. It is the responsibility of each identification security badge holder to challenge any individual not displaying an Airport issued identification security badge while on Airport property.
10. Challenge procedures are:
 - Approach the un-badged individual in a non-threatening and helpful manner and inquire as to the reasons why the un-badged individual is within the Secured or AOA portion of the Airport.
 - When an un-badged individual cannot produce an Airport identification media, the individual conducting the challenge must escort the person off the AOA and report this incident to his or her immediate supervisor and or to a Melbourne Airport Police Officer for further investigation.
 - If an authorized individual cannot approach an un-badged person for safety reasons, the authorized individual must keep close surveillance of the un-badged person and immediately contact his or her immediate supervisor and or a Melbourne Airport Police to report the incident.
 - 24 hour Melbourne Airport Police number is **321-288-0147**.
11. The Melbourne Airport Authority reserves the right to refuse or revoke authorization of any individual for Airport identification security badges where such action is determined to be in the best interest of Airport security.
12. Applicants must obtain their security badge within 30 days of employment or occupancy at the Melbourne International Airport.