

AUTHORIZED SIGNATORY TRAINING (CONDENSED)

Paine Field Airport 8/27/2019



OVERVIEW

- What is an Authorized Signatory?
 - What is required to become an Authorized Signatory?
- What Responsibilities will the Authorized Signatory Have?
- Badging Costs
- Why is the Program Required?
- Things to Remember



WHAT IS AN AUTHORIZED SIGNATORY?

The Authorized Signatory (AS) is a position mandated by the Transportation Security Administration (TSA), in which designated individuals will be authorized to sign/approve security access badges for their employees or tenants.

To become an Authorized Signatory, an individual must:

- Be a Current Hangar Tenant/Hold a Supervisory Position at an Airport Business
- Complete an Authorized Signatory Form
- Undergo and Pass a DHS Security Threat Assessment (STA)
- On a Biennial Basis, Successfully Complete an Interactive Training Course (Authorized Signatory Training)
- Have Knowledge of the Airport and be Able to Identify Areas Where the Badge Holder Needs Access

AUTHORIZED SIGNATORY RESPONSIBILITIES

Authorized Signatories are responsible for:

1. Ensuring badge applications are always **complete, clear & legible**. Ensuring appointments with the credentialing office are scheduled and met. Cancelling appointments or no-shows delay the badging process for everyone.
2. Reviewing badge applications and signing them prior to an applicant's appointment with the credentialing office. (DO NOT sign blank applications. It's like signing a blank check)
3. Working with their own applicants and in some cases the authorized signatories of their sub-contractors to ensure they too are prepared to support the program
4. Ensuring applicants have correct forms of personal ID that meet the regulatory standards established by the TSA; and that their personnel provide those same two forms of ID to the credentialing office during initial badging appointment. No photocopies accepted. (View <https://www.uscis.gov/i-9> to review required I-9 documents)

AUTHORIZED SIGNATORY RESPONSIBILITIES

CONTINUED

5. Collecting security badges from individuals who leave the company, or no longer require access and returning them to the credentialing office.
6. Immediately notifying the credentialing office if a security badge is lost, stolen, or not returned upon termination of employment.
7. Participating in the annual security credentialing/access media audit.
8. Undertake biennial computer-based training or equivalent to level of badge access requested.



CORRECT BADGE APPLICATION

Always Write Neat & Legible!

 **PAE Security Badge Application**

Step #1: Applicant's Information - To Be Completed by Applicant

Legal Name: Doe John M.
Last First Middle

Do you have any previous legal names or aliases? No Yes - If Yes, please list below:

: _____
Last First Middle

#2: _____
Last First Middle

Company: Paine Field
Job Title: Air Operations
Contact # (360) 123-4567
Email: John.Doe@snoco.org

Residence Mailing Address: _____
Street City State Zip

Gender
 Male Female
 Other

Height
Feet _____ Inches _____
Weight _____ Lbs _____

Ethnicity
 Asian
Includes Chinese, Japanese, Korean, Indian, Polynesian, Filipino, Indonesian, Samoan, Asian Indian
 Black
Includes persons having origins in any of the black racial groups of Africa
 Native American
Includes American Indian, Eskimo, or Alaskan Native
 Caucasian
Includes Mexican, Puerto Rican, Cuban, Central or South American

Eye Color
 Black
 Blue
 Brown
 Gray
 Green
 Hazel

Hair Color
 Bald Brown
 Sandy Black
 Blonde/ Strawberry Gray/ Partially Gray
 Red/Auburn White

Applicant must present these documents in addition to those from Form I-9

ALL Applicants *Required	Non-US Citizens	US Citizen Born Abroad or Naturalized US Citizen
* Date of Birth _____	Alien Registration # _____ or	US Passport # _____ or
* Place of Birth (Country or State if in U.S.) _____	I-94 Arrival/Departure Form # _____	Certificate of Naturalization # _____ or
* Country of Citizenship _____	*Non-Immigrant Visa # _____ (*If Issued, must provide #)	Certification of Birth Abroad _____ (FS-545/FS-240)
** Social Security # _____ (See disclosure on reverse page)		

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Credentialing Office Use Only

Trusted Agent Initials _____
Entered Date ____/____/____
Badge # _____
Pin # _____
Approval Date ____/____/____
AS



Do Not Write in this Section



Must be Complete for All Applicants
*Place Hangar/Tiedown Number under "Company" if Applicable



Only Completed for Those who Fall Under the Specified Form of Citizenship

I-9 DOCUMENTS

Step #3: To Be Completed by Authorized Signatory (AS)

Badge Type/Access _____ SIDA (red) _____ Sterile (blue) _____ AOA (green) _____ Contractor _____ _____ Replacement	AS Initials Required FAA Driver Endorsement: _____ Escort Endorsement: _____ Driver's Lic#: _____ State: _____ Exp Date: ___/___/___	LEO Endorsement: _____ LEO Approval: _____
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Authorized Signatories of Business Tenants Complete this Section

*This is already complete for GA Hangar/Tie-Down Tenants

Applicant must present a document from list A or both B & C. All documents must be original and unexpired.

LIST A Documents that Establish Both Identity and Employment Eligibility	OR LIST B Documents that Establish Identity	AND LIST C Documents that Establish Employment Authorization
U.S. Passport or U.S. Passport Card Permanent Resident Card or Alien Registration Receipt Card (Form I-551) Foreign passport that contains a temporary I-551 stamp or temporary I-551 printed notation on a machine-readable immigrant visa Employment Authorization Document that contains a photograph (Form I-766) In the case of a non immigrant 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 restrictions or limitations identified on the form 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 non immigrant admission under the Compact of Free Association Between the United States and the FSM or RMI	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 ID card issued by Federal, State, or local government agency or entity provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address School ID card with a photograph School ID card with a photograph Voter's registration card U.S. Military card or draft record Military dependent's ID card U.S. Coast Guard Merchant Mariner Card Native American tribal document Driver's license issued by a Canadian government authority For persons under age 18 who are unable to present a document listed above: School record or report card Clinic, doctor, or hospital record Day-care or nursery school record	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 Certification of Birth Abroad Issued by the Department of State (Form FS-545) Certification of Report of Birth issued by the Department of State (Form DS-1350) Original or certified copy of birth certificate issued by a State, county, municipal authority, or territory of the United States bearing an official seal Native American tribal document U.S. Citizen ID Card (Form I-197) Identification Card for Use of Resident Citizen in the United States (Form I-179) Employment authorization document issued by the Department of Homeland Security



I-9 Documents Must Be Verified by the Authorized Signatory AND brought to Initial Badging Appt.

Document # from List A: _____	Document # from List B: _____	Document # from List C: _____
Exp. Date (if applicable) _____	Exp. Date (if applicable) _____	Exp. Date (if applicable) _____



Write Applicable Doc. #'s and Exp.

Docs Verified by Badging Office _____

COST

- AOA Badges Cost \$25 Upon Initial Issue.
- Badges will be Renewed Every Year at a Cost of \$15 Per Badge.
- If a Badge is Damaged the Reprint Fee is \$15 Per Badge.

Lost and Stolen Fees:

Immediately report a lost or stolen badge to the Airport Operations at (425) 388-5125.

Lost and Stolen fees are calculated over a 2-year time period, starting with the date of first lost or stolen badge.

First Replacement	\$100.00
Second Replacement	\$150.00
Third Replacement	\$200.00
Fourth Replacement	Not Allowed – Privileges Revoked



WHY ARE AUTHORIZED SIGNATORIES REQUIRED?

TSA requires individuals to accept the responsibility for authorizing security identification applications.

- After training, Authorized Signatories become the “Badging Expert” within their own companies/departments, and offer assistance to applicants.
- Authorized Signatories keep track of who from their company or department should receive a security identification/access media, and whose privileges are no longer required.
- They authorize any and all fees for security badges/background checks, audit badges, ensure badges are returned, and verify that the applicant has all required documents prior to appointments.

Long and Short – The Airport Credentialing Office is comprised of only a few personnel and relies on Authorized Signatories to help keep positive control/observation of thousands of badges. An Authorized Signatory acts as an extension of the Airport Credentialing Office to ensure proper badging of personnel under their control; oversees the removal of badges in the event access is no longer required or granted to certain individuals; maintains positive control of all badges, and audits of those badges, as well as proper application submittal; and training annually (every 24 months for hangar tenants.)

THINGS TO REMEMBER

- The Authorized Signatory has a duty to protect Sensitive Security Information (SSI) and Personally Identifiable Information (PII) for themselves and their badge holders. Use the proper tools (encrypting documents before emailing, using an SSI cover page, etc.) to ensure SSI and PII are protected.
- “30 Day Rule” - Pick up your badge within 30 days of completing the application process or you may need to restart the badging process again.
- Understand that the Insider Threat is the biggest threat to commercial aviation, stay vigilant!
- Do not sign a “Blank Check”, only sign the applicant’s documents if they are filled out in full. Authorized Signatory privilege's will be suspended for the first offense and the badge will be revoked for the second offense.
- Authorized Signatories are required to notify the Credentialing office of:
 - A change in the status of employee/badge holder. (Termination, reassignment, loss or theft of badge, completion of contract, etc.)
 - **Failure to immediately notify the Airport Credentialing Office of these circumstances can result in a loss of signatory authority.**
 - **Questions? Please call...Airport Credentialing Office (425) 388-5125 or Airport Operations after hours.**