

HANGAR TENANT

AUTHORIZED SIGNATORY TRAINING

Paine Field Airport 04/2022



OVERVIEW

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



WHAT IS AN AUTHORIZED SIGNATORY?

To become an Authorized Signatory, an individual must:

- Be a Current Hangar Tenant **OR** Hold a Supervisory Position at an Airport Business
- Complete an Authorized Signatory Form
- Complete and Pass a DHS Security Threat Assessment (STA)
- Successfully Complete the Authorized Signatory Training Course on a Biennial Basis
- 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.

County Hangar Tenants and Private Hangar Owners are only permitted to be an authorized signatory for themselves.

AUTHORIZED SIGNATORY RESPONSIBILITIES

As an Authorized Signatory you are responsible for:

1. Ensuring your badge application is **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. Verifying documents and signing the badge application prior to your appointment with the credentialing office.
3. Ensuring you have correct forms of personal ID that meet the regulatory standards established by the TSA; and that you provide those same two forms of ID to the credentialing office during the initial badging appointment. No photocopies accepted. (View <https://www.uscis.gov/i-9> to review required I-9 documents)
4. Renewing your AOA badge annually. It is recommended to put a note on your calendar as the credentialing office will not send out reminders.

AUTHORIZED SIGNATORY RESPONSIBILITIES

CONTINUED

5. Ensuring your badge is returned to the credentialing office when access is no longer required, or your hangar lease is terminated.
6. Immediately notifying the credentialing office if your security badge is lost or stolen.
7. Completing computer-based training as required by badge access level.



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
* Date of Birth _____
* Place of Birth (Country or State if in U.S.) _____
* Country of Citizenship _____
** Social Security # _____
(See disclosure on reverse page)

Non-US Citizens
Alien Registration # _____
or
I-94 Arrival/Departure Form # _____
*Non-Immigrant Visa # _____
(*If issued, must provide #)

US Citizen Born Abroad or Naturalized US Citizen
US Passport # _____
or
Certificate of Naturalization # _____
Certification of Birth Abroad _____
(FS-545/FS-240)

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"

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: ____

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

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

OR

LIST B

Documents that Establish Identity

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

AND

LIST C

Documents that Establish Employment
Authorization

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

Document # from List A:

Exp. Date (if applicable) _____

Document # from List B:

Exp. Date (if applicable) _____

Document # from List C:

Exp. Date (if applicable) _____

Docs Verified by Badging Office _____

This section will
already be completed
for GA hangar and tie-
down tenants.

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

Write Applicable
Doc. #'s and Exp.

COST

- AOA Badges Cost \$25 Upon Initial Issue.
- Badges will be Renewed Every Year at a Cost of \$20 Per Badge.
- If a Badge is Damaged the Reprint Fee is \$20 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



RENEWALS

- As the Authorized Signatory, it is your responsibility to ensure your badge is renewed in a timely manner.
- You will need to bring the following to your renewal appointment
 - Completed AOA application
 - Certification showing you completed the required online training course
 - I-9 documents (example: passport)
 - \$20 for a badge renewal fee (we accept credit or debit)
- Here is the link to complete the required training online, <https://pae.iet-ls.com/account/login> Make sure you are using Google Chrome or Firefox; the video will not load if you are using Internet Explorer or Safari.
- Here is the link to schedule your renewal appointment online, <https://10to8.com/book/xdgeyuibwkhlyrhwgr/>

WHY ARE AUTHORIZED SIGNATORIES REQUIRED?

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

- Authorized Signatories attest that the badge applicant has an operational need to access the airport.
- They ensure that the badge applicant has correctly completed their badge application and has the required documents to verify their identity.
- They authorize any and all fees for security badges/background checks, audit badges, ensure badges are returned.

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. **Hangar tenants must complete AS training every 24 months.**

THINGS TO REMEMBER

- The Authorized Signatory has a duty to protect Sensitive Security Information (SSI) and Personally Identifiable Information (PII). 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.
- Understand that the Insider Threat is the biggest threat to commercial aviation, stay vigilant!
- Authorized Signatories are required to notify the Credentialing office of:
 - A change in the status of your hangar lease or a lost or stolen badge.
 - **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.