

## AUTHORIZED SIGNER INFORMATION

### **What is a signatory authority or authorized signer?**

The signatory authority or authorized signer will act as the primary agent for approving all airport issued identification or access media to individuals for their respective companies, hangars, or leased areas. The signature of the authorized signer will be required on all badge applications.

### **Who should become an authorized signer?**

The authorized signer should be an owner or permanent employee with a high level of responsibility and has the authority to act on behalf of the company, organization or tenant. In the case of a hangar tenant, the authorized signer must be the individual who is indicated on the contract with the airport or is the hangar owner.

Authorized signers should be able to understand and explain the processes involved with the completion of the airport badge application, documentation requirements, and badge holder responsibilities.

### **What is required to become an authorized signer?**

- The individual designated as the authorized signer must complete an airport badge application and undergo a Security Threat Assessment through the TSA Clearinghouse. Two forms of identification in keeping with the List of Acceptable Documents must be provided when submitting the application for processing. This list is attached and should be used as a resource when reviewing future applications.
- An individual who will be authorizing access to Secured, Sterile or Security Identification Display Areas of the airport will be required to submit to a fingerprint Criminal History Records Check. The results must indicate that there are no disqualifying offenses as listed on the fingerprint application.
- Upon successful completion of the vetting processes, the individual will be scheduled to receive Authorized Signer training and airport security training. The applicant must complete the training within 30 calendar days from the date of notification by the Airport Credentialing Office. Training forms will be kept on file in the Credentialing Office as required by the Transportation Security Administration.
- The authorized signer will provide their signature on a card which will be maintained in the Airport Credentialing Office. The card will be used to verify the signature on the authorization page of the badge application.

### **What if I am already on file with the Airport Credentialing Office as an authorized signer?**

Current authorized signers who are already badged and have been through the vetting process will be required to complete mandatory annual Authorized Signer training as outlined in the TSA Security Directive. The training will be provided through the Airport Credentialing Office. Training must be scheduled the month prior to the expiration date indicated on the company or tenant badge.

### **How will this requirement affect a hangar tenant?**

Current hangar tenants will only be affected if there are multiple individuals badged to access their hangar. In this case the primary hangar tenant will be required to receive the Signatory Authority training and airport security training. This training must be scheduled prior to the month that the badges will expire. Security Threat Assessments are currently conducted for all individuals holding airport issued ID media.

