Badging Guide for Authorized Signatories

The following is a general overview of the Dane County Regional Airport's (DCRA) policies and procedures regarding the issuance of Airport Identification Badges. It is a Transportation Security Administration (TSA) requirement that companies identify (in writing), individuals who have been authorized to sign badge request forms and authenticate supporting documentation for their employees. The information provided herein is not all-inclusive, but should be sufficient to assist you through the fingerprinting and badging process at DCRA.

Due to rapid changes in the airport security environment, these policies and procedures are subject to change without notice. Should you have questions, please contact the Airport Badging Office at (608) 661-6444.

Badging Office Hours and Location:

The Airport Badging Office is located 1st floor adjacent to American Airlines ticketing counter. Office hours are:

> Monday 6:00am-12:00pm
> Tuesday 2:00pm-7:00pm
> Thursday 9:00am-4:00pm

.
Please call the Airport Badging Office for all fingerprinting appointments.

Signatory Authority:

Signatory Authority is granted to company representatives who are authorized to request fingerprinting and the issuance of DCRA identification badges for their employees. Signatory authority holders are supervisory personnel who are entrusted to verify employment background and work authorization documents for their company. The number of signatory authority holders is limited to a maximum of three (3) per company. Requests to amend signatory authority must be made in writing by company leadership on company letterhead to the Airport Badging Office in person, or at the address below by mail.

> Airport Badging Office
> Dane County Regional Airport
> 4000 International Lane
> Madison, WI 53704

Prior to becoming a signatory authority holder, the applicant must submit to, and successfully complete a Criminal History Records Check (CHRC) and a Security Threat Assessment (STA). Signatory authority holders must also complete DCRA SIDA training and Signatory Authority training (see below). A file is maintained by the airport to verify signatures of the authorized signatory holders on all submitted badging applications.

Signatory Authority Training:

Individuals designated as authorized signatories, must receive initial authorized signatory training as well as annual recurrent training. Training also requires the annual submission of written authorization from company leadership. The authorization must be on company letterhead and signed by company leadership.

Signatory Authority Responsibilities:

- Notify the Airport Badging Office or Airport Operations immediately of lost badges or changes in employee employment status.
- Ensure accuracy and completeness of employee applications.
- Follow up on application problems that may arise.
- Provide a timely response to airport badge audits.
- Verifying all employment documents match the applicant and are not fraudulent.
- Requesting the level of access and driving authority needed for each employee.
- Familiarization with:
  - Airport policies regarding the badging process and required appointments.
  - Badging forms.
  - AOA, SIDA, and driver's training requirements.
  - Acceptable forms of identification and work authorization. (Attachment A)
  - Pertinent airport security information.

Badging Fees:

The following fees apply to badging services. These fees are subject to change by the airport without notice.

- Fingerprinting (tenant) $35
- Fingerprinting (non-tenant employees) $45
- Badge Deposit (all non-tenant employees) $50
- Replacement of Lost Badge $40
- General Aviation (AOA) Badge $45
                  (All fees payable by cash, check, or invoice only)

Fingerprinting fees must be paid in advance or at the time fingerprints are taken. A refund of $25 will be given for lost badges subsequently returned within 7 days of issuing the replacement badge.

Fingerprinting and Criminal History Records Check:

Fingerprints are performed and processed according to the provisions of the Transportation Security Regulation, Part 1542.209, and is necessary to obtain a CHRC for all applicants. **Fingerprinting is available by appointment only**. The applicant must arrive with a completed "Fingerprint and Unescorted SIDA access" application along with the authorizing signature, a signed copy of the Privacy Act Notice, and a government issued photo ID and work authorization documentation (refer to Attachment A). The fingerprinting process will not be initiated unless the identity of the applicant is confirmed by reviewing the documents presented.

Fingerprinting is processed electronically. The applicant will be required to wash his/her hands prior to taking the fingerprints. Aircraft operators with a SON/SID number will receive the results of the CHRC at their corporate offices. All other results will be forwarded directly to the DCRA

Badging Office. Aircraft operators with SON/SID numbers must forward certifications regarding the results of a CHRC to the Airport Badging Office before a badge will be issued.

Security Threat Assessment:

In addition to a CHRC, information provided on the badge application will be sent to the TSA in order to complete a STA. Applicants will not be allowed to attend SIDA training until the Airport Badging Office has received confirmation that the applicant has successfully completed and passed both the CHRC and STA processes. Employers can verify the status of an applicant's CHRC and STA by calling the Airport Badging Office at (608) 661-6444.

New Badges:

Badges authorizing unescorted access authority to the SIDA or Sterile Area are issued only at the request of a company's authorized signatory, and only for those individuals who have an operational need to access a restricted area. The airport has sole discretion to grant or deny unescorted access authority to any individual or restricted area. Badges granting unescorted access to the SIDA and Sterile Area will only be issued upon the successful completion of a CHRC and STA.

SIDA Training:

SIDA training is required under TSR 1542.213 for all individuals who have unescorted access authority to the SIDA. This training is conducted every Tuesday at 10:00 a.m. and 3:00 p.m., and consists of a PowerPoint presentation and a written test. Individuals are encouraged to ask questions during training to clarify any information they do not understand.

Appointments are not required for SIDA training, however prior completion of the CHRC and STA is required.

Driver Training - Non-Movement Area:

Individuals who are authorized by their company to drive on the non-movement area (perimeter roads and aircraft parking ramps) must undergo DCRA non-movement area driver's training in addition to driver's training provided by their company. The individual must present a valid state issued driver's license before training will be provided. Training consists of a training video. Upon completion of the training, the individual must successfully complete a test with a score of 100%. Individuals who do not pass the test will not be granted driving privileges and will be required to re-test. The airport has sole discretion for the decision to grant or deny airside driving privileges.

Driver Training - Movement Area:

Movement Area authorization is restricted to airport, military, FAA and selected contractor personnel with a demonstrated operational need for unescorted access to the movement area. Successful completion of the non-movement area course is a prerequisite for movement area training. Movement area training consists of a video, written exam and comprehensive practical test. All examinations must receive a score of 100% to successfully pass movement area driver's training. Those individuals who do not receive a passing grade, will not be granted driving privileges. Please contact the Airport Operations Office at (608) 246-3397 for information on movement area driving authorization.

Badge Renewal:

Badge renewal is conducted during Airport Badging Office hours. All badges shall be renewed during the month of expiration. If there are no biographical information changes from the previously submitted badge application, a completed Badge Renewal Form and a government issued photo ID are required. If there are changes to biographical information, an updated badge application must be completed and a government issued photo ID is required for badge renewal.

Expired Badges:

Any badge that has not been renewed prior to the end of the month of expiration is automatically deactivated by the access control system. An expired badge no longer authorizes an individual unescorted access authority to the SIDA, AOA, or Sterile Area. Expired badges must be returned to the Airport Badging Office.

Individuals with SIDA or Sterile Area access whose badge has been expired for more than 30 days are required to submit a new fingerprint based CHRC and STA. Companies are encouraged to routinely review employee badge expiration dates and process badge renewals in a timely fashion.

Lost Badges:

Lost badges must be reported to the Airport Badging Office or Airport Operations immediately. Lost or stolen badges can be reported by calling the on-duty Airport Operations Supervisor at (608) 246-3397. Lost, stolen, or unaccounted for badges will incur a lost fee of $40 prior to issuance of a replacement badge. Replacement badges will be issued through the Airport Badging Office. A new badge application must be fully completed and a letter stating the badge was lost must be received prior to the issuance of a replacement badge.

Separation of Employment - Change in Access Authority:

Authorized signatories must immediately notify the Airport Badging Office or Airport Operations of any change in an employee's employment status and access needs. Badges of employees no longer employed, or no longer needing access to the SIDA, AOA, or Sterile Area, must be returned to the Airport Badging Office or Airport Operations Office as soon as possible. Every attempt must be made to immediately collect the badge after the change in employment.

Airport Issued Keys:

DCRA maintains a lock and key system for terminal doors and some perimeter access gates. Please contact Airport Operations at (608) 246-3397 for additional information regarding the issuance of keys. Keys can be issued by the Airport Badging Office if workload permits.

Audits:

The Airport Badging Office and Airport Operations periodically conduct audits of airport issued identification badges and access control media. These audits require the participation of companies to be accurate. When asked to participate in a badge audit, it is important to return documents in a timely manner for completion of the audit.

LIST OF ACCEPTABLE DOCUMENTS
All documents must be unexpired

List A	List B	List C
Documents that Establish Both Identity and Employment Authorization	**Documents that Establish Identity**	**Documents that Establish Employment Authorization**
	OR	AND
1. U.S. Passport or U.S. Passport Card	1. 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	1. 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
2. Permanent Resident Card or Alien Registration Receipt Card (Form I-551)		
3. Foreign passport that contains a temporary I-551 stamp or temporary I-551 printed notation on a machine-readable immigrant visa	2. 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	2. Certification of Birth Abroad issued by the Department of State (Form FS-545)
4. Employment Authorization Document that contains a photograph (I-766)	3. School ID card with a photograph	3. Certification of Birth issued by the Department of State (Form DS-1350)
	4. Voter's registration card	
5. In the case of a nonimmigrant alien authorized to work for a specific employer incident to status, a foreign passport with Form I-94 bearing the same name as the passport and containing an endorsement of the alien's nonimmigrant status, as long as the period of endorsement has not yet expired and the proposed employment is not in conflict with any restrictions or limitation identified on the form	5. U.S. Military card or draft record	4. Original or certified copy of birth certificate issued by State, county, municipal authority, or territory of the United States bearing an official seal
	6. Military dependent's ID card	
	7. 7. U.S. Coast Guard Merchant Mariner Card	5. Native American tribal document
	8. 8. Native American tribal document	
	9. 9. Driver's license issued by a Canadian government authority	6. U.S. Citizen ID Card (Form I-197)
	For persons under age 18 who are unable to present a document listed above:	
6. Passport from the Federal 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	10. School record or report card	7. Identification Card for Use of Resident Citizen in the United States (Form I-179)
	11. Clinic, doctor, or hospital record	8. Employment authorization document issued by the Department of Homeland Security
	12. Day-care or nursery school record	