

Authorized Signatory Briefing

Authorized Signatory (authorized signer) is defined by TSA as the individual or designated representative authorized to sponsor individuals and request airport identification for them.

Authorized Signers are designated by a senior management official of an LAA approved sponsoring company to sign badging documentation on behalf of the company.

Authorized Signers who request the issuance of ID badges for unescorted access to a SIDA area must undergo a CHRC and an STA prior to acting as a signatory. Authorized signers who request the issuance of badges for unescorted access to the AOA must undergo an STA prior to acting as a signatory. Each Authorized Signer must also complete Signatory Training and Training appropriate to the level of access for which he/she is requesting the issuance of ID badges on behalf of their company prior to acting as a Signatory. Authorized Signers are also required to complete recurrent training on an annual basis during their birth month.

Requests for Airport Authority issued ID badges and other badging services, are made by sponsoring companies on behalf of their employees or contract employees. Authorized Signature forms are maintained by the Airport Authority to identify the signatures of individuals who are Authorized Signers. Additions or deletions to the authorized signature forms must be made in writing by a sponsoring company senior management official or a current signatory.

The number of Authorized Signers for a sponsoring company should be limited to the minimum number possible.

Authorized Signer Responsibilities:

- Must be familiar with badging forms.
- Must be familiar with Air Operations Area (AOA) & Security Identification Display Areas (SIDA) training requirements.
- Must be familiar with acceptable forms of identification and work authorization.
- Must be familiar with Badging Office policy regarding appointments, training and testing.
- Responsible for accuracy and completeness of applications, or other badging documentation.
- Responsible for following up on application problems that may arise.
- Must be familiar with the Badging Office Audit process.
- Must be familiar with TSA regulations 1540.103, 1540.105, 1540.209, 1542.211 USC sec 1001 Title 18. Information on Transportation Security Regulations can be found at [TSA.gov/research](https://www.tsa.gov/research) or at [gpoaccess.gov](https://www.gpoaccess.gov).
- Must attest that the applicant acknowledges their security responsibilities.
- Must be familiar with the handling and dissemination of the results of Criminal History Record Checks and recurrent CHRC checks when applicable.
- Must be familiar with the TSA Security Threat Assessment process.
- Must be familiar with the airside driver application requirements.
- Responsible for immediately reporting lost or stolen badges and changes in an individual's access authority.
- Authorized Signers that are negligent in their duties, may be removed from their position.

