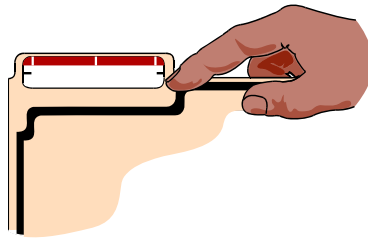


Authorized Signers

Are You Prepared For Your Badge Accountability Audit?

In accordance with Transportation Security Administration (TSA) regulations, companies enrolled in the LAX Security Badge Program must maintain an employee security file locally for all employees to whom LAX Security Badges are issued and for designated Authorized Signers. Companies must keep employee security files for each employee for at least 180 days after the employee ceases to have unescorted access privileges.

Security Badge Office Staff will perform periodic audits of the employee security files to ensure compliance. The following documentation should be accessible to Security Badge Office Staff upon request:



- ✓ Employment Application
- ✓ Security Badge Application(s)
- ✓ Photocopy Of Original Valid Government-Issued Photo identification such as a Driver's License, Passport, etc.
- ✓ Citizenship Documents/Employment Eligibility Documents
- ✓ Evidence of Fingerprint Clearance
- ✓ Records of required Airport Security (49CFR Part 1542) Training
- ✓ If applicable, records of required Restricted Area Driver Training
- ✓ Current payroll roster

If you have any questions, please contact your Badge Coordinator at (310) 646-0508.