

AUTHORIZED SIGNER CHECKLIST

Fingerprints

- Ensure applicants are pre-screened for employment by your organization BEFORE sending them in to the Badge Office to fingerprint.
- Applicants must be direct (W-2) employees of your organization.
- Make Online Fingerprint Appointment for the employee
- Complete Fingerprint Application (within 14 days of applicant's appointment)
 - Employee fills out top box
 - Authorized Signer fills out middle box

Applicant must bring to Badge Office:

- Completed Fingerprint Application
- Fingerprint Appointment Confirmation Sheet
- Government Issued ID with Photo (i.e. Driver License/US Passport) – original and photocopy
- Employment Eligibility Documents (i.e. US Birth Certificate, Permanent Resident Card, Employment Authorization Card, etc.) – original and photocopy

Fingerprint Clearance

- Check SBO website for employee fingerprint clearance
- Provide Airport Security Training AFTER fingerprint clearance
- Make Online Badge Appointment
- Complete Badge Application (within 14 days of applicant's appointment)
 - Employee fills out Page 1
 - Authorized Signer fills out Page 2

Badging (New)

Applicant must bring to Badge Office:

- Completed Badge Application
- Badge Appointment Confirmation Sheet
- Government Issued ID with Photo (i.e. Driver License/US Passport) – original and photocopy
- Employment Eligibility Documents (i.e. US Birth Certificate, Permanent Resident Card, Employment Authorization Card, etc.) – original and photocopy
- Copy of Fingerprint Clearance (from SBO website)
 - Fingerprint Clearance is good for 45 Calendar days
- Copy of Airport Security Training Log

Badging (Renew)

Applicant must bring to Badge Office:

- Completed Badge Application
- Badge Appointment Confirmation Sheet
- Current Badge
- Government Issued ID with Photo (i.e. Driver License/US Passport) – original and photocopy
- Employment Eligibility Documents (i.e. US Birth Certificate, Permanent Resident Card, Employment Authorization Card, etc.) – original and photocopy

AUTHORIZED SIGNER CHECKLIST (Cont)

Badging (Driver Test)

Applicant must bring to Badge Office:

- Completed Badge Application
- Driver Test Appointment Confirmation Sheet
- Current Badge
- Government Issued ID with Photo (i.e. Driver License) – original and photocopy
- Employment Eligibility Documents (i.e. US Birth Certificate, Permanent Resident Card, Employment Authorization Card, etc.) – original and photocopy
- Copy of Restricted Area Driver's (RAD) Log

Badging (Icon – Stamp Required)

Applicant must bring to Badge Office:

- Completed Badge Application with Stamp Approval
 - Must obtain stamp approval BEFORE coming in to Badge Office
- Badge Appointment Confirmation Sheet
 - Appointment is not required when taking icon training on the same day (i.e. RAACI, ASM, ATC, Escort) the first time only; however, appointment is required for icon renewal.
- Current Badge (icon renewal)
- Government Issued ID with Photo (i.e. Driver License/US Passport) – original and photocopy
- Employment Eligibility Documents (i.e. US Birth Certificate, Permanent Resident Card, Employment Authorization Card, etc.) – original and photocopy

NOTE: All documents must be unexpired

**** Law Enforcement Officers (LEO) exempt from providing copies of Government Issued ID and Employment Eligibility Documents.**