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.**