



FINAL NOTICE for BADGE OFFICE AUDIT

Authorized Signers

The deadline for the **2020 100% List-based Audit** is today **Friday, November 13, 2020**.

Thanks to everyone who submitted your company's audit information. We are currently reviewing your audit submissions, and will contact you if we require additional information.

For companies that have not submitted the requested audit information, your company status will be changed to **INACTIVE, effective Monday, November 16, 2020**. An **INACTIVE** status means:

- All company's badging privileges are revoked.
- No transactions will be processed at the Badge Office, even for scheduled appointments.
- Authorized Signer permissions to on-line systems are revoked.
- All Badges will be made invalid and therefore become inactive. Badges must be returned immediately to the Badge Office. Authorized Airport personnel, like Airport Police may confiscate invalid the badges.
- Authorized Signers must complete a new Authorized Signer training class to be reinstated.
- New / replacement badges **will not** be authorized until all the audit requirements are submitted and approved as completed; all **INVALID** badges are returned to the Badge Office; and the authorized signer has completed a new training course. Employees may be required to begin the fingerprint process from the beginning.

Please share this information with all authorized signers of your organization and encourage each other to check for communications that may have been placed in your junk mail folder. If any communications are found in a junk mail folder, please ensure that the BadgeOfficeBulletin@lawa.org email address is identified as a trusted sender.

If you have any questions, please call the **Regulatory Audit & Compliance Unit (RACU)** at **424-646-8138** or email at racu1@lawa.org.

Thank you for working with the **Security Credentials Section** to achieve a safe and secure Airport for all.