



LAX Security Credential Section (Badge Office)

AIRPORT POLICE DIVISION

NEWSLETTER

NOVEMBER 2017



BADGE OFFICE IMPROVEMENTS

The Security Credential Section is currently working on developing a new badge application, a new appointment system, and an updated airport security training video.

We are working diligently to implement these improvements. Please be on the lookout for additional information in upcoming newsletters.

NEW BADGE COLORS

The Security Credential Section will be going to new badge colors on **December 1, 2017**. We will phase out the green and maroon badges and phase in the blue and purple badges. Please watch this space for further developments.

REMINDER:

The Security Credentials Office website (<http://www.sbo.lawa.org>) now offers certain forms online, for the benefit of Authorized Signers.

Please take note, however, that any forms printed online & submitted to the SBO must be printed in **COLOR!** Any forms printed in black & white will no longer be accepted!

If you do not have access to a color printer, please continue to pick up necessary forms directly from our office.

BADGE RENEWAL

Please be aware of the day when your badge expires and plan accordingly to have it renewed. Regulations state that badges must be renewed within 60 days of expiration.

Every time an applicant comes to the Badge Office to conduct a fingerprint or badge transaction, they must bring with them original documents – in compliance with Federal regulations - which verify their identity and employment status PLUS photocopies of those documents.

Lastly, please be aware of the upcoming holidays as well as the fact that the office will be closed all of the Fridays in November.

MISSED APPOINTMENTS

If you have a scheduled appointment and no longer require the appointment, please go to our website and cancel the appointment. It will release the time and make it available for another individual to book. We ask that you cancel or reschedule appointments **at least 48 hours** before the appointment to allow others to use that space.

REQUESTS FOR SPECIAL ACCESS

Special Access includes all access areas beyond the contract approved default access for individual badge holders. Organizations requiring Special Access for individuals must submit requests on company letterhead or LAWA Memorandum, signed by a management representative, with the following information:

- Company Name
- Current Date
- Subject line indicating access request (i.e. Terminal 3 – Door 245)
- Terminal number(s), Door/Elevator/Gate number(s) requested (include ACAMS reader numbers)
- Scope of duties and strong justification for request
- Contract Expiration Date
- Employee(s) Name & Badge Number
- Contact Person, Telephone number and Email Address
- Wet signature

All requests should be emailed to:

SAASUnit@lawa.org.

Requesting access is not a guarantee that access will be granted. If the reason meets the criteria for operational necessity (i.e. access is critical to operations and no other access points are available in the immediate vicinity), access will be considered for the person(s) listed on the request.

Special Access requests generally take a minimum of 2 weeks to process as most cases require approval from other LAWA entities before access can be granted. Requests involving more extensive access and or large groups of badge holders may require more time.



Holiday Closure

The SBO will be closed in observance of Veterans Day on Friday, November 10, and for Thanksgiving on Thursday and Friday, November 23 & 24, 2017.

LAX Security Credential Section
7333 World Way West
Los Angeles, CA 90045

Hours of Operation

Monday—Thursday...7:00 a.m.—6:00 p.m.
1st Friday.....CLOSED
2nd Friday.....7:00 a.m.—6:00 p.m.
Saturday & Sunday.....CLOSED

Fingerprinting Schedule

Monday - Friday

To schedule a fingerprint appointment, please visit our website at: sbo.lawa.org

Badging Schedule

Monday - Friday

To schedule a badging appointment, please visit our website at: sbo.lawa.org

Certified Trainer Class

Class held every Wednesday at 8:00 a.m.
For reservations please contact your Security Badge Office Coordinator

New Authorized Signer Class

Class held every Wednesday at 10:00 a.m.
For reservations please contact your Security Badge Office Coordinator

Authorized Signer Refresher Course

Classes held every Tuesday at 11:00 am, and on the last Tuesday of month at 10:30 am.
To schedule a reservation, please email: sbotraining@lawa.org

Driver's Test

Mon, Tues, Thurs & Friday at 8:00 a.m.
Wednesday at 2:00 p.m.

To schedule a driver's test appointment, please visit our website at: sbo.lawa.org

To Reach Us

Telephone: (424) 646-5500