



Security Credentials Section



AIRPORT POLICE DIVISION

JUNE—JULY 2019

BADGE OFFICE NEWS

I. NEW BADGE APPLICATIONS

REMINDER

Effective May 1, 2019, The Badge Office released new versions of all badge-related forms. The revision date on all Badge Office forms is **May 2019**. All previous versions of our Badging forms/applications will be **obsolete** effective **July 1, 2019**, and will **NOT** be accepted at the Badge Office. The new forms/applications will be available in the online Authorized Signer portal at: <https://www.lawa.org/en/lawa-security-badge-office>, or available for pick up at the Badge Office. You may **confidentially destroy** any prior versions at your office, or return them to the Badge Office for destruction.

II. BADGE APPLICATION CHANGES

The revised **Badge Applications** have new *language*, *icons*, and *training* added.

- ➔ TSA directed **additional language**: “any employee holding a credentialing granting access to a SIDA may be screened at any time while gaining access to, working in, or leaving a SIDA.”
- ➔ FAA recommended **additional icon**: **AIRCRAFT FUELING**. A new icon will appear on the badges of employees who fuel aircraft at LAX after they have completed all required training. The icon, a white truck on a brown background, will appear in place of a Restricted Area Driver icon. **If you mark YES to this training, an Aircraft Fueling stamp must also be on the application.**
- ➔ LAX required **additional training**, (**EMERGENCY PREPAREDNESS TRAINING (TENANT SUITE)**), should be completed prior to sending an applicant to obtain a new badge or be issued a replacement badge. **The requirement is that this training be completed biennially for all badge holders with the exception of those operating under a CSPLA. CSPLA companies must complete the training annually.** To access the training portal, please use the hyperlink <https://emdtrainingprogram.lawa.org/>. Any questions should be directed to Cassandra Heredia, of the Office of Emergency Management at EmergencyManagement@lawa.org. A certificate of

completion signed by the Authorized Signer must accompany the application.

- ➔ TSA regulated **additional training**, **PROHIBITED ITEMS TRAINING** is designed for concessionaires and any employees with Terminal ID cards. **If you mark YES to this training, a Prohibited Items stamp must also be on the application.**
- ➔ **STERILE AREA TRAINING** is being developed. At this time, **ALL** authorized signers may mark **N/A** on the application.

III. LOST / STOLEN BADGE PROCEDURES

The Badge Office has been working to enroll all badge holders into a new program offered by the FBI to assist in the continuous vetting of aviation workers. As a result, a new procedure removing the requirement to submit a new fingerprint application when processing lost or stolen badge transactions within the 14 day period will soon be released.. This will reduce the amount of paperwork required and time spent in the Badge Office. Authorized Signers must monitor Badge Office emails and announcements posted at sbo.lawa.org for more information and an official launch date.

IV. AUTHORIZED SIGNER REFRESHER COURSE

In accord with Federal regulations, the Authorized Signer Refresher course was expanded to include initial and recurrent training for the access-controlled area for which an authorized signer may request an applicant to receive ID media in. The course now begins at 10:30AM. Please plan accordingly and do not let your authority expire.

V. DELAYED PROCESSING TIMES AT THE BADGE OFFICE

The Management of the Security Credential Section (Badge Office) regrets the extended wait time at the Badge Office. We worked to renew **22,000** badges

that expired on **June 30, 2019**. It is our sincere hope that beginning in July we will be able to return to our operational goal of servicing an applicant within 15 minutes of check-in time.

VI. Security is Everyone's Business

All badge holders are expected to be vigilant, aware of their surroundings, and conduct appropriate challenge procedures.

To report suspicious persons, activities, or unattended packages, contact LAX Airport Police at **424-646-7911**.



VII. Badge Office Closure

Our office will be closed in celebration of the Independence Day Holiday, Thursday, July 4, 2019.



15/550

Our goal is to process each applicant within 15 minutes of the check-in time and to offer 550 appointments daily through our appointment system.