

*A Special Bulletin from the  
LAX Security Credentials Section*

# **Computer- Based Training Processes & Guidelines**

**for LAX Authorized Signers**



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## Security Credentials Section

### New Computer-Based Training Processes and Guidelines for LAX Authorized Signers

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# Security Credentials Section

## NEW COMPUTER-BASED TRAINING PROCESSES & GUIDELINES

Effective immediately, the suite of **Computer-Based Training Courses** for new badge applicants and current badge holders is available. All existing badged and NEW applicants with valid email addresses on file with the Badge Office, should receive an email from LAWA Credentialing System: "Badging, CS" <[csbadging@lawa.org](mailto:csbadging@lawa.org)>, as illustrated below (Figure 1):

### Introduction to Computer-Based Training Courses (Quick Questions & Answers)

#### 1. What are the New Computer-Based Training (CBT) Courses?

- On **7/15/24**, the Security Badge Office released updates to its Credentialing System (CS). The upgrades include a suite of **Computer-Based Training (CBT)** courses, hosted on the **American Association of Airport Executive's (AAAE) Interactive Employee Training and Learning Suite** platform.
- The new **CBT** suite consists of eleven (11) training courses (mandatory and elective) that replaced all, except two (2) of the badge-related training courses for new badged applicants, current badged employees, and Authorized Signers.

#### 2. Who is qualified for the "new" Computer-Based Training (CBT) Courses?

- Every **new badge applicant and existing badged employee** is required to take the CBT courses.

#### 3. How many categories of courses are there?

- There are **two (2) categories** of **CBT** courses as follows:
  - a. **Mandatory courses** – All badge applicants are required to complete some mandatory courses, which are assigned based on whether the applicant has a SIDA Badge, Terminal ID, or Authorized Signer status. (**Table 1**)
  - b. **Elective courses / SIDA Icon**– These courses are based on operational needs or requirements (**Table 2**).

#### 4. Do all badge applicants/employees have to take all the **CBT Courses**?

- All badge applicants are required to take the **Mandatory** courses.

#### 5. How will the badge applicant or current badge holder be assigned their appropriate courses?

- The system will automatically activate their training account and assign the **Mandatory CBT** courses to applicants who received an email notification from "**Badging, CS**" <[csbadging@lawa.org](mailto:csbadging@lawa.org)> (as discussed below).

#### 6. How are the **SIDA Icon or elective training courses** assigned to applicants?

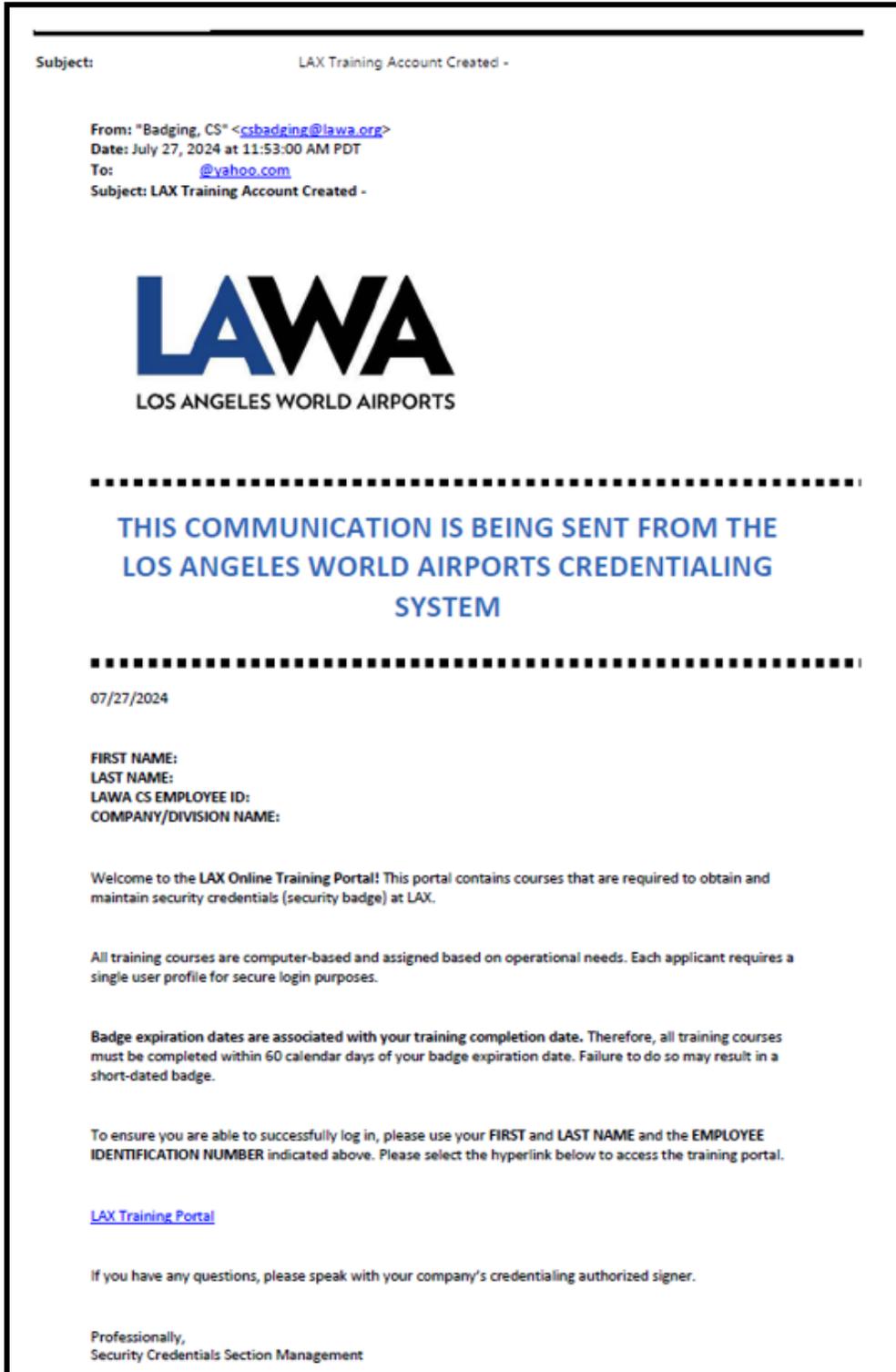
- The process for the assignment of SIDA Icon courses is different for new and existing badge applicants. The different processes are explained in subsequent sections.

## SECTION 1

### A. Computer-Based Training Courses – Email Notification

All badge applicants and holders who have a current/active email account on file with the Security Badge Office should receive an email notification from **LAWA Credentialing System: "Badging, CS"** <[csbadging@lawa.org](mailto:csbadging@lawa.org)>, as illustrated below (Figure 1):

Figure 1: Badge Applicants Email Notification



**B. Applicants Who Received the Email Notification from: "Badging, CS" <[csbadging@lawa.org](mailto:csbadging@lawa.org)>**

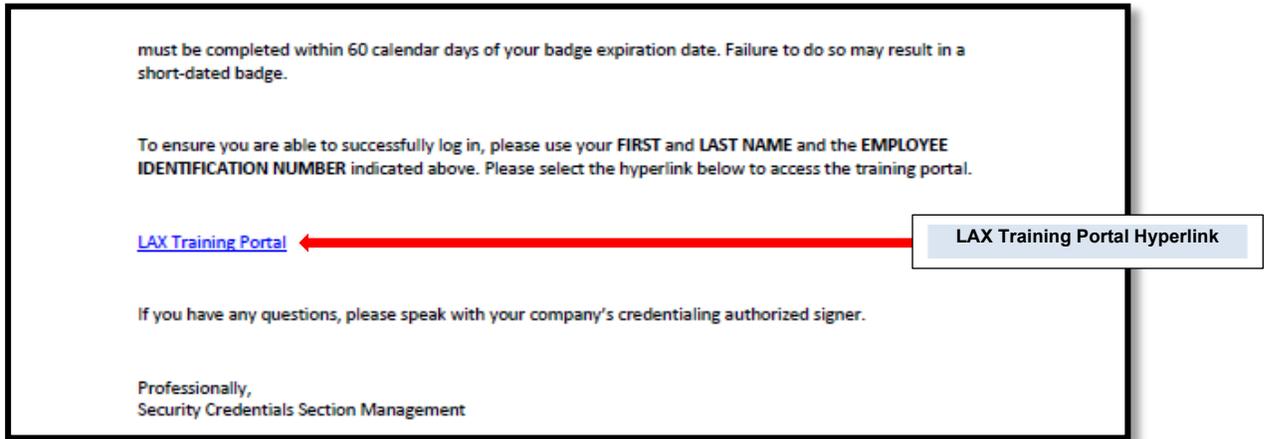
**Important Note:**

- The email address, "Badging, CS" <[csbadging@lawa.org](mailto:csbadging@lawa.org)> is **NO REPLY** and is not monitored for questions or responses. Please **do not** use it to email any training inquiries or badging issues.
- Applicants and Authorized Signers should "whitelist" the [csbadging@lawa.org](mailto:csbadging@lawa.org) email address by adding it to their list of approved senders, so the messages from this email will reach their inbox directly.

**STEP 1:**

Click the hyperlink [LAX Training Portal](#) to access the **Computer-Based Training Account/Login** page as illustrated with the red arrow below:

Figure 2 – LAX Training Portal Hyperlink

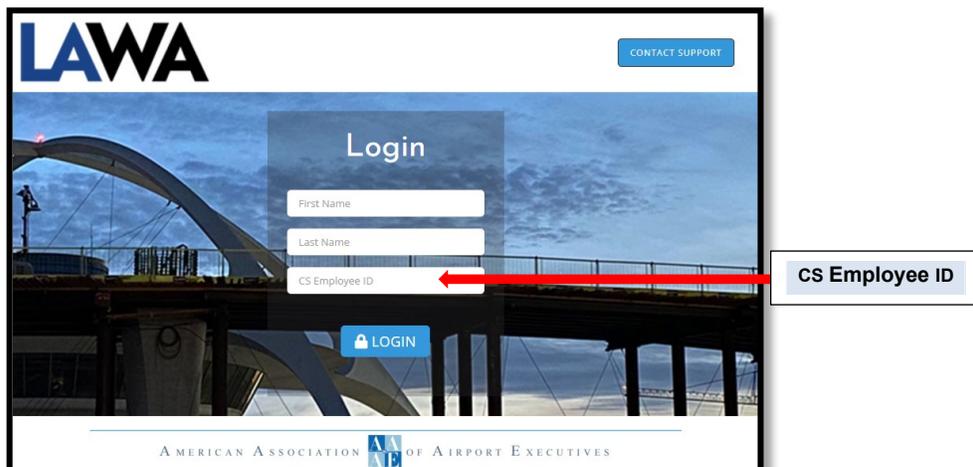


**STEP 2:**

The following login page will appear to allow applicants to login to the CBT portal using the login information that appears:

- **First Name:** Applicant's First Name
- **Last Name:** Applicant's Last Name
- **CS Employee ID:** Applicant's unique number, issued from the badging Credentialing System (CS).

Figure 3 - Computer-Based Training Login Page



## **Important Note:**

- Applicants should save the **CS Employee ID#** provided in the email account notification for future login access to the training portal.
- The **CS Employee ID#** is required for the Login page above. If the applicant has misplaced their **CS Employee ID#**, or their CS Employee ID# no longer works in the training portal, the applicant/employee should send an email message with the following information to [badgetrainingsupport@lawa.org](mailto:badgetrainingsupport@lawa.org):
  - **Name:** [First, Last, Middle]
  - **Last 4 digits of SS#:**
  - **Date of Birth:**
  - **Badge number:**
  - **Current email address:**

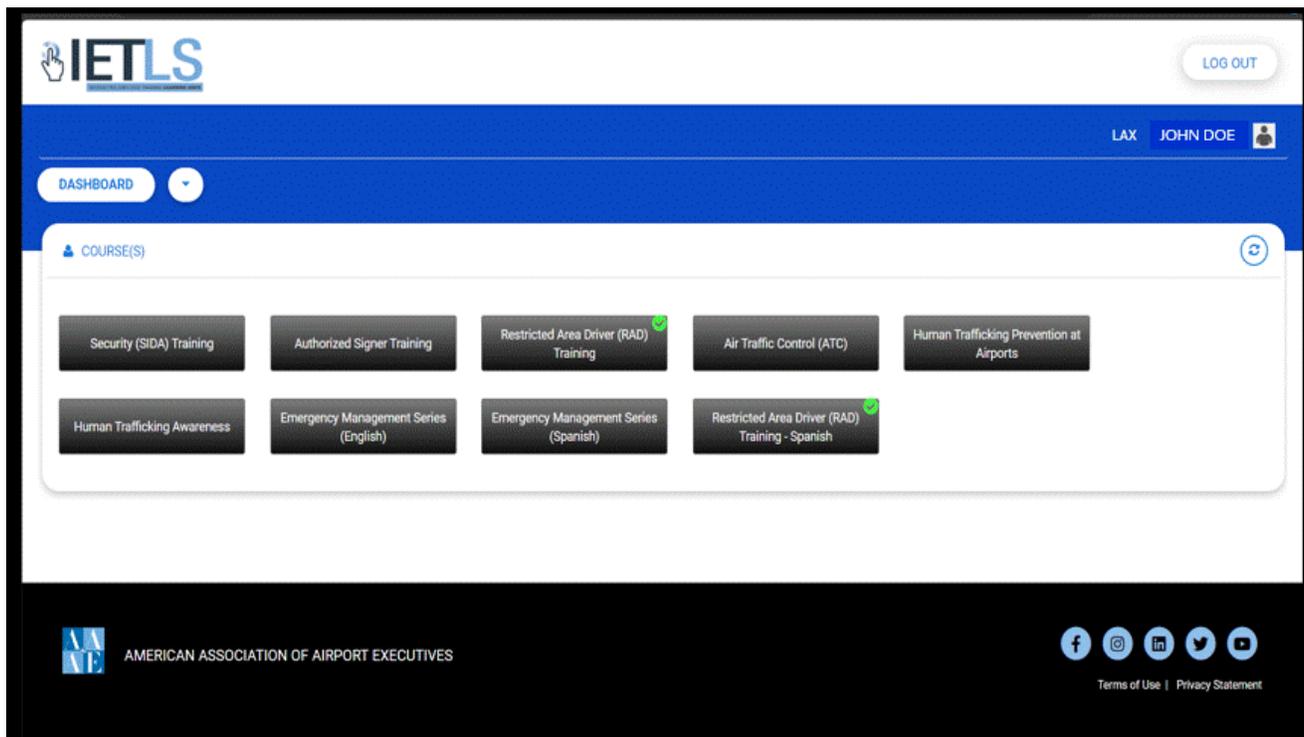
The email subject line should read, "**Request Retransmitted LAWA CS ID Number**".

- Applicant should receive an email response from [csbadging@lawa.org](mailto:csbadging@lawa.org), within 48 hours.

## **STEP 3:**

Once the applicant has logged into the training portal, the following **Training Dashboard** will automatically appear with the courses that the applicant is required to complete (**Mandatory Courses and optional SIDA Icon Courses requested for applicants by their Authorized Signers**).

Figure 4: Training Dashboard Illustration



### **C: Applicants/Employees Who Did Not Receive the Referenced Email**

If you or your employees **did not** receive the email notification as indicated above, please do the following:

1. First, check your **spam/junk folder** for the referenced email notification.
2. If email is not in spam/junk folder, then do the following:
  - a. Send an email request to: [badgetrainingsupport@lawa.org](mailto:badgetrainingsupport@lawa.org) with the following information for each applicant:
    - **Name: [First, Last, Middle]**
    - **Last 4 digits of SS#:**
    - **Date of Birth**
    - **Badge number** or state New Badge:
    - **Current email address:**

The email subject line should read, "**Create Applicant Computer-Based Training Account**".

3. Applicant should receive an email notification from [csbadging@lawa.org](mailto:csbadging@lawa.org) , within 48 hours.

### **D: Applicants Who Did Not Receive All the Required Training in Their Training Profile**

- A. New Applicants who did not receive all the required training should see their Authorized Signer who will request the required training using:
  - a. The **Icon Request Form** for employees that are currently badged.
  - b. The **Fingerprint / Exempt Profile Request Form (Fingerprint Application)** for new fingerprint and user profiles to be established.

**Important Note:** The application of these forms will be explained fully in subsequent sections.

## SECTION 2

### Computer-Based Training for New Fingerprint/Badge Applicants

The following steps should be followed for assigning and completing Computer-Based Training courses:

1. Authorized Signer completes the **Authorized Signer Only** section (green section on page 2) on the **Fingerprint / Exempt Profile Request Form (FRF)**.

Figure 5: Fingerprint / Exempt Profile Request Form

SIGNATORY AUTHORITY USE ONLY – THIS SECTION MUST BE COMPLETED BY COMPANY – NOT THE APPLICANT		
BADGE TYPE	SIDA ICON TRAINING	USCBP SEAL REQUEST (SIDA ONLY)
<input type="checkbox"/> SIDA	<input type="checkbox"/> AOA Familiarization (AOA FAM) <input type="checkbox"/> Restricted Area Driver (RAD)	<input type="checkbox"/> Red – Zone 1 <input type="checkbox"/> Black – Zone 2
<input type="checkbox"/> Terminal ID (Sterile)	<input type="checkbox"/> Aircraft Surface Movement (ASM) <input type="checkbox"/> Air Traffic Control (ATC)	EXEMPT STATUS (NO FINGERPRINTS REQUIRED)
	<input type="checkbox"/> Aircraft Fueller <input type="checkbox"/> APD – VAAU Escort (E)	<input type="checkbox"/> LEO/TSA (Credential No. _____)
I certify to LAWA under penalty of perjury, that the employee named on this fingerprint application is a direct employee for the organization listed below. Further, I have reviewed the information and statements on this application and signed and dated this form ONLY AFTER ALL INFORMATION WAS COMPLETED AND VERIFIED.		
COMPANY NAME	DIVISION NAME	ORGANIZATION CODE
SIGNATORY AUTHORITY (PRINT NAME)	CONTACT NUMBER (       ) -	SIGNATORY AUTHORITY ID #
AUTHORIZED SIGNATURE (WET SIGNATURE)	AUTHORIZED DATE (MM/DD/YYYY)	
X	/ /	

Form valid for 14 calendar days from date authorized above.

2. The Badge Office counter staff creates the applicant's profile in the **Credentialing System (CS)**.
3. After the applicant's fingerprints are cleared, the system will automatically email the **CBT** training activation account information to the applicant's email address.
4. If the Authorized Signer does not select any **SIDA Icon Training**, the applicant will receive the **Mandatory training courses** based on the badge type (SIDA or Terminal ID).
5. Subsequently, the Authorized Signer will complete the **Icon Request Form** to request **SIDA Icon Trainings** for new applicants.
6. **CS** will generate an email to the applicant to complete the **SIDA Icon Trainings**, per the Authorized Signer's request.

#### **Important Notes:**

- Most **SIDA Icons (RAD, ATC, ASM, Aircraft Fueller)** may not be issued on the **NEW** applicant's first badge.
- The process to request the **APD – VAAU Escort (E)** is explained in **Section 7**.
- The **Escort Icon** will no longer be rolled over. Applicants with an **Escort Icon** must complete the required training every **two (2) years**.
- The process to request the USCBP Seal is explained in subsequent Section 10.

## SECTION 3

### Training for Current Badge Holders (SIDA & Terminal/Sterile Areas)

#### 1. Active SIDA Badges & Terminal ID Badge Holders

The **Credentialing System (CS)** will automatically send an email to active SIDA and Terminal ID badge holders, sixty (60) days prior to the current badge expiration date. Authorized Signers should ensure that any change to an active badge holder's email address is submitted via an **LAX Update Form** to the Security Badge Office as soon as there is a change of information.

The following table indicates the **Mandatory and SIDA Icon-based** trainings:

Table 1: Mandatory Computer-Based Training Courses

LAWA MANDATORY COMPUTER-BASED TRAINING COURSES		
TRAINING/COURSE NAME	TRAINEES/APPLICANTS	TRAINING CYCLE
Authorized Signer Training	New & Current Authorized Signers	Annually (every year)
Airport Security Training	All SIDA Badged Employees	One-time Training
Airport Security Recurrent Training (New Course)	All SIDA Badged Employees	Every Two (2) Years
<b>Sterile Area Training – Includes the Prohibited Items Training</b>	<b>ALL Terminal/Sterile Area ID Badges</b>	<b>Annually with ID badge renewal</b>
Human Trafficking Awareness Training	All Badged Employees (SIDA & Sterile Area)	** Every Two (2) Years
Human Trafficking Prevention at Airports Training	All Badged Employees (SIDA & Sterile Area)	** Every Two (2) Years
Emergency Management Training	All Badged Employees (SIDA & Sterile Area)	** Every Two (2) Years

\*\* This course will be scheduled every two (2) years for Terminal/Sterile Area badge holders, even though their ID badges are for one year.

#### 2. New Applicants and Current Badged Employees (SIDA Badges Only)

**Note:** Current badged employees with new/additional work duties requiring icon training (based on operational need).

Table 2: SIDA Icon Training Courses

LAWA OPERATIONS – SIDA ICON TRAINING COURSES		
TRAINING/COURSE NAME	COMMON REFERENCE	TRAINING CYCLE
Restricted Area Driver	<b>RAD</b>	Every Two (2) Years
Air Traffic Control	<b>ATC</b>	Annually
Aircraft Surface Movement	<b>ASM</b>	Annually
AOA Familiarization	<b>AOA Fam</b>	Every Two (2) Years

**Table 3: Airport Police (VAAU) Training**

<b>AIRPORT POLICE DIVISION – TRAININGS</b>		
<b>TRAINING/COURSE NAME</b>	<b>COMMON REFERENCE</b>	<b>TRAINING CYCLE</b>
Escort Training ( <b>SIDA Badges</b> )	E Icon	Every Two (2) Years
<b>NEW Sterile Area Training</b>	(includes the <b>Prohibited Items Training</b> for the <b>Terminal ID/Sterile Area</b> )	<b>Annually</b>

\*The **Escort Training** is now available in the **Computer-based Training portal**. Contact VAAU [airportescort@lawa.org](mailto:airportescort@lawa.org) with questions about the **Escort Training**.

**Table 4: Training Courses (Training Times and Knowledge Check Questions)**

<b>Training Courses</b>	<b>Length of Video (Minutes)</b>	<b>Total Time (Minutes)</b>
Authorized Signer Training	27	<b>41</b>
Escort (E) Training	13	<b>26</b>
Security (SIDA) Training	45	<b>65</b>
Recurrent Security (SIDA) Training	10	<b>20</b>
Sterile Area Training	26	<b>38</b>
Human Trafficking Awareness	12	<b>12</b>
Human Trafficking Prevention at Airports	12	<b>12</b>
AOA Familiarization	30	<b>60</b>
Aircraft Surface Movement (ASM)	44	<b>77</b>
Air Traffic Control (ATC)	84	<b>134</b>
Emergency Management Series	50	<b>55</b>
Restricted Area Driver (RAD)	38	<b>70</b>

## SECTION 4

### Procedures for Submitting an Application for New Law Enforcement (LEO/EXEMPT) Applicants

1. Authorized Signer and applicant complete appropriate sections on the **LAX FINGERPRINT / EXEMPT PROFILE REQUEST FORM (Fingerprint Application)**

Figure 6

**LAWA**  
LOS ANGELES WORLD AIRPORTS

**LAX SECURITY CREDENTIALS  
(SIDA & TERMINAL BADGES)  
FINGERPRINT / EXEMPT PROFILE REQUEST FORM  
PAGE 1**

LAX SECURITY CREDENTIALS SECTION  
6100 94<sup>TH</sup> STREET, SUITE A  
LOS ANGELES, CA 90045  
(424) 646-5500

**APPLICANT INFORMATION – THIS SECTION MUST BE COMPLETED BY APPLICANT**

2. Authorized Signer completes/checks the **EXEMPT STATUS (No Fingerprints Required)** section in the “**SIGNATORY AUTHORITY USE ONLY**” section and documents the applicant / badge holder’s weapons credential number (see below).

Figure 7

**SIGNATORY AUTHORITY USE ONLY – THIS SECTION MUST BE COMPLETED BY COMPANY – NOT THE APPLICANT**

BADGE TYPE	SIDA ICON TRAINING	USCBP SEAL REQUEST (SIDA ONLY)
<input type="checkbox"/> SIDA	<input type="checkbox"/> AOA Familiarization (AOA FAM) <input type="checkbox"/> Restricted Area Driver (RAD)	<input type="checkbox"/> Red – Zone 1 <input type="checkbox"/> Black – Zone 2
<input type="checkbox"/> Terminal ID (Sterile)	<input type="checkbox"/> Aircraft Surface Movement (ASM) <input type="checkbox"/> Air Traffic Control (ATC)	<input type="checkbox"/> EXEMPT STATUS (NO FINGERPRINTS REQUIRED)
	<input type="checkbox"/> Aircraft Fueler <input type="checkbox"/> APD – VAAU Escort (E)	<input type="checkbox"/> LEO/TSA (Credential No. _____)

I certify to LAWA under penalty of perjury, that the employee named on this fingerprint application is a direct employee for the organization listed below. Further, I have reviewed the information and statements on this application and signed and dated this form ONLY AFTER ALL INFORMATION WAS COMPLETED AND VERIFIED.

COMPANY NAME	DIVISION NAME	ORGANIZATION CODE
SIGNATORY AUTHORITY (PRINT NAME)	CONTACT NUMBER	SIGNATORY AUTHORITY ID #
	(    )    -	
AUTHORIZED SIGNATURE (WET SIGNATURE)	AUTHORIZED DATE (MMDD/YYYY)	
X	/    /	

*Form valid for 14 calendar days from date authorized above.*

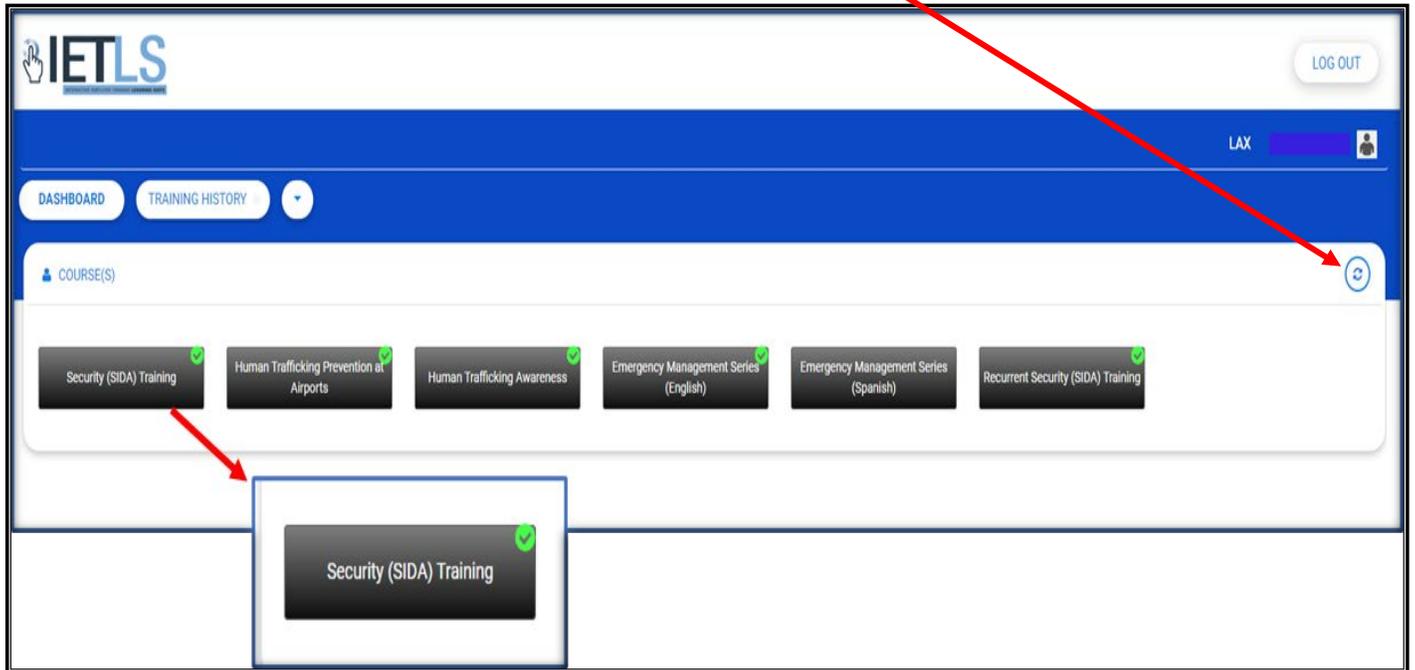
3. Authorized Signer emails the completed **LAX FINGERPRINT / EXEMPT PROFILE REQUEST FORM (Fingerprint Application)** to the following email address:  
[LEO-TSAExemptApps@lawa.org](mailto:LEO-TSAExemptApps@lawa.org).
4. Badge Office staff will create the New LEO/Exempt Applicant profile in our **Credentialing System (CS)**.
5. CS will generate an email to the applicant and provide them with log in information and the link to the [LAX Training Portal](#).
6. Upon completion of all appropriate training, applicants will follow the steps outlined in **SECTION 5** to retrieve and print their certificates for submission to the Badge Office at time of badging.

## SECTION 5

## Retrieving & Printing Test Results/Certificates from AAE IET-LS Training Portal

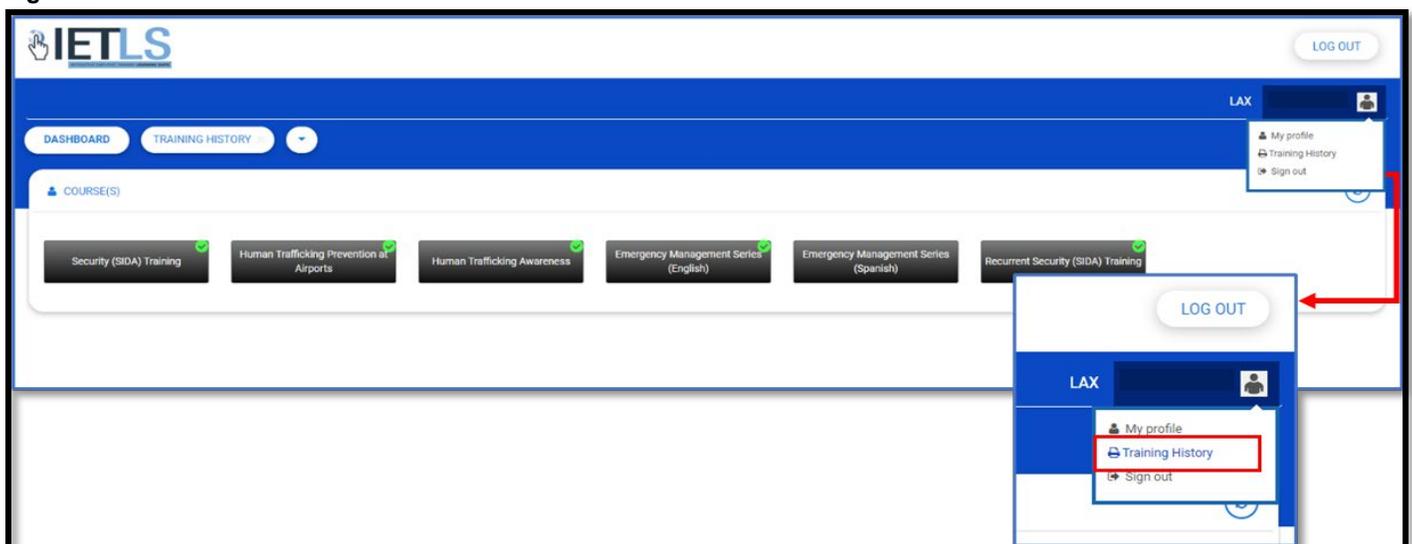
1. After completing the assigned training(s) in the **AAE IET-LS Training Portal**, a green checkmark  will appear next to the course indicating that the training has been completed.
2. If the green checkmark  does not appear, the applicant needs to manually refresh the training dashboard by clicking the refresh button  as indicated by the red arrow.

Figure 8



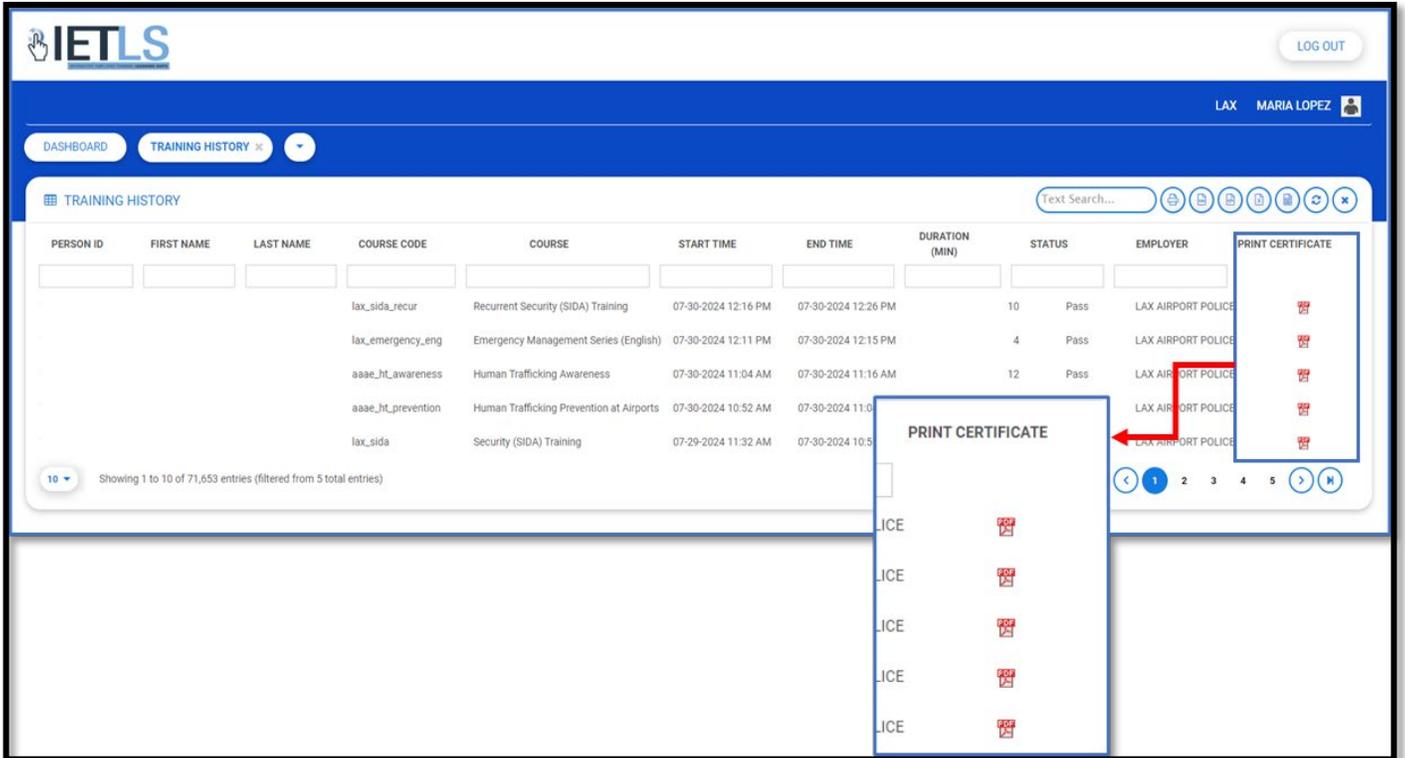
3. To view training results and completion certificates, the applicant needs to click on the person icon  in the right-hand corner and select **Training History**.

Figure 9



- In the **Training History** screen, all completed exams will appear with all the information regarding the course (**Course Code, Course Name, Start and End Time, Duration, Status, etc.**). For each completed course, a **PDF icon**  will display in the **Print Certificate** column at the end of the row for that training course. The applicant then clicks on the **PDF icon**  to print the **completion certificate**.

Figure 10



- After clicking the PDF icon  a pop-up with printer information will appear. The applicant selects the correct printer and hits the **Print** button and then brings all training printouts to the Authorized Signer.

Figure 11



6. The printed certificate(s) should be attached to the applicant's **LAX Security Badge Request Form** to be presented as proof of course completion.

Figure 12

**Los Angeles International Airport**  
Interactive Employee Training Memo of Completion

Date : **07/30/2024**

Course : **Security (SIDA) Training**

Student :

BadgeNumber :

This document certifies that the person named above successfully completed on **07/30/2024**

## SECTION 6:

### Icons with Special Processes and Training

- **Critical Icon Procedure** – Please see the following Memo, previously distributed to all Authorized Signers regarding Critical Icon Issuance procedures.

Figure 13



Date: 04-11-2024

To: All Authorized Signers at LAWA

From: Cassandra Heredia, Chief of Operations II

Re: Critical Icon Issuance – new information and requirements as of May 1, 2024

Please note the following instructions for obtaining or renewing the Critical Icon, new requirements of which will go into effect May 1, 2024. **New information and requirements are in bold.**

1. **Please be advised that the turnaround may take up to 14 days. Any requests submitted with less than 14 days' notice will not likely be approved in time for a badge appointment.**
2. **No more than four requests may be included in one email.**
3. **All requests must be sent to the Critical Icon mailbox ([Critical-Icon@lawa.org](mailto:Critical-Icon@lawa.org)) to ensure a reply.**

For an employee to receive a Critical Icon (new or renewal), a request must be presented in this form:

On organizational letterhead

1. Indicating the individual's name, position/ title
2. Requesting that the individual be provided a Critical Icon to support access to the Incident Command Post during an emergency event and essential areas to support continuity of essential operations (Please ensure some version of this wording is in the letter)
3. **NEW: Contact information (e.g., phone and email) for the Critical Icon holder that can be used by Incident Command during an evacuation or repopulation. This must be provided in the request letter.**
4. **NEW: Indicating which Terminal or Terminals the Icon holder will need access to during an emergency. An Icon holder may list more than one Terminal.**
5. Signed by the individual's supervisor, authorized signer or station manager

Once the Critical Icon Office has been provided with this letter (pdf attachment via email) the sender will be provided with status of approval and/or further instructions.

Please do not include badge numbers on any request, as this is considered sensitive information.

As of May 4, 2023, a stamp is no longer required but a copy of the approval email must be presented at any badge appointment.

Please feel free to contact [Critical-Icon@lawa.org](mailto:Critical-Icon@lawa.org) with any questions.

- **Aircraft Fueler Icon** – Please continue with the current process. The following items **must be presented** to the Badge Counter Agent at time of badging:
  - **Line Service/Supervisor Certificate**
  - **Checklist**
  - **Fire Extinguisher Certificate**

Please refer all questions regarding the **Aircraft Fueler Icon** to:  
[RegulatoryCompliance@lawa.org](mailto:RegulatoryCompliance@lawa.org)

**SECTION 7**

**LAWA Airport Operations & Emergency Management Badge Icons Matrix**

Figure 14

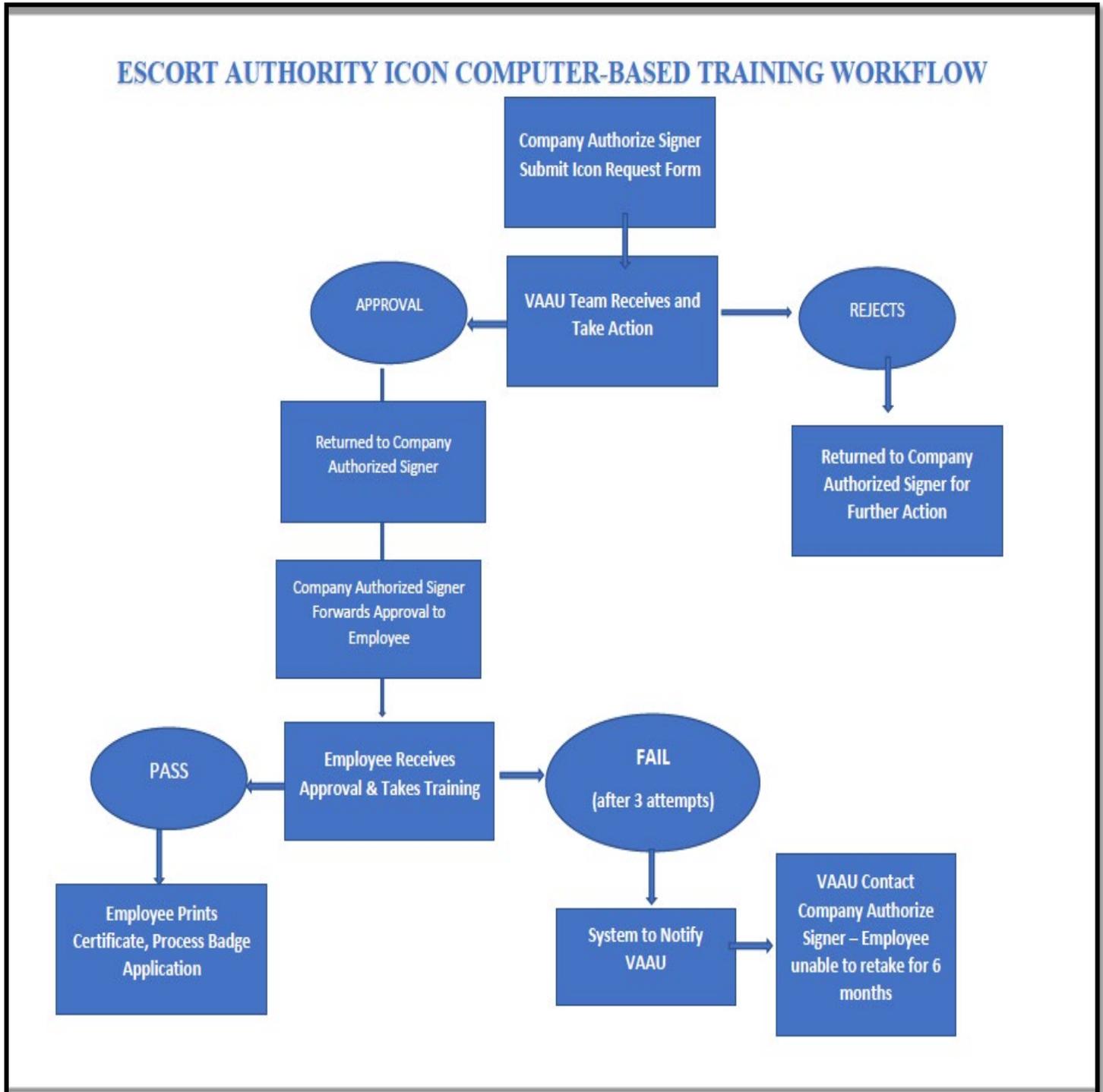
 <b>AIRPORT OPERATIONS &amp; EMERGENCY MANAGEMENT BADGE ICONS</b>						
ICON						
	<b>AOA Familiarization (AOA)</b>	<b>Aircraft Surface Movement (ASM)</b>	<b>Air Traffic Control (ATC)</b>	<b>Restricted Area Driver (RAD)</b>	<b>Aircraft Fueling</b>	<b>Critical</b>
FOR WHOM	- Airport employees and contractors who access the AOA	- Airport employees who taxi or tow aircraft a distance of > 1,500 feet	- Airport/Bus OPS - Select LAWA MTCE - Select LAFD - Select FAA	- <b>GRN</b> : All airside drivers - <b>BLK</b> : Airport Police	- All airside drivers who also fuel an aircraft	- Designated airport tenant employees who respond to incidents
BY WHOM	- Requested by the AS via Fingerprint Application or Icon Request Form, which then assign course in IET	- Requested by the AS via Fingerprint Application or Icon Request Form, which then assign course in IET	- Requested by the AS via Fingerprint Application or Icon Request Form - Must be approved by OPS	- Requested by the AS via Fingerprint Application or Icon Request Form, which then assign course in IET	- Requested by the AS via Fingerprint Application or Icon Request Form, which then assign course in IET	- Request icon to EM via <a href="mailto:Critical-Icon@lawa.org">Critical-Icon@lawa.org</a> - EM will approve or deny upon review
HOW TO GET	- Take IET course and pass final exam	- Take IET course and pass final exam - RAD also required	- Take IET course and pass final exam - RAD also required	- Take IET course and pass final exam - Include 8-hr log for initial badge with RAD icon	- Fuel Supervisor ensures that training is submitted to OPS - RAD also required	- Present EM approval to SBO when rebadging
VALID FOR	- 24 months from date of final exam	- 12 months from date of final exam	- 12 months from date of final exam	- 24 months from date of final exam	- 24 months from date of training certificate & checklist	- EM approval required every badge renewal
<small>AOA – Air Operations Area AS – Authorized Signer CBT – Computer Based Training CS – Credentialing System</small>		<small>EM – Emergency Management FAA – Federal Aviation Administration IET – Integrated Employee Training</small>		<small>LAFD – Los Angeles Fire Department MTCE – Maintenance OPS – LAX Airport Operations</small>		

**SECTION 8**

**Airport Police Vulnerability, Access, and Analysis Unit (VAAU) Escort Authority**

The chart below outlines the steps for requesting an **Escort Authority Icon** for employees who require authority based on operational need.

Figure 15



**Contact VAAU [airportescort@lawa.org](mailto:airportescort@lawa.org) with questions about the Escort Approval Process.**

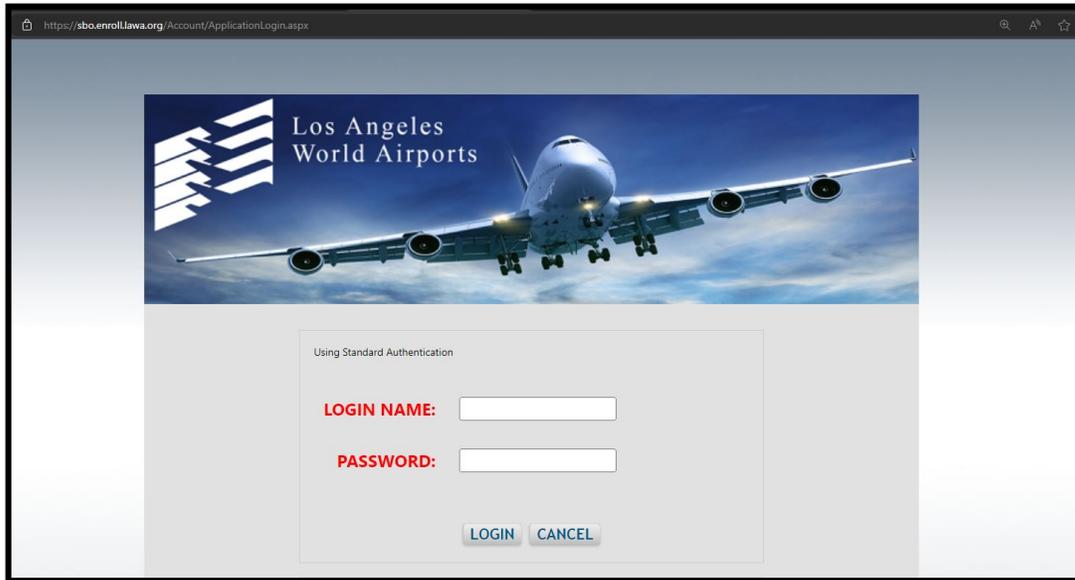
## SECTION 9

### Authorized Signer Portal

#### **STEP 1:** Signing into Authorized Signer Portal on SBO Website (<https://sbo.lawa.org>)

- Access the [Authorized Signer Portal](#).
- Navigate to the Authorized Signer Portal login page.
- Enter your assigned Username and Password.
- Click “Login” to access your Authorized Signer account.

Figure 16: Authorized Signer Login Page

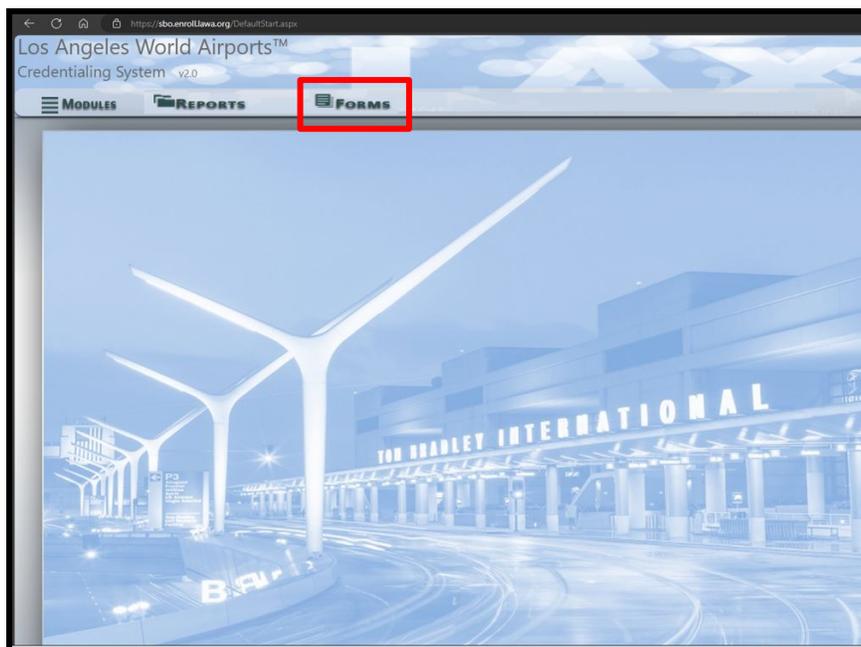


The screenshot shows a web browser window with the URL <https://sbo.enroll.lawa.org/Account/ApplicationLogin.aspx>. The page features the Los Angeles World Airports logo and a background image of an airplane. Below the header, there is a login form titled "Using Standard Authentication". The form contains two input fields: "LOGIN NAME:" and "PASSWORD:". Below the input fields are two buttons: "LOGIN" and "CANCEL".

#### **STEP 2:** **Accessing Forms**

- Once logged in, locate,  and click the button, as indicated below.

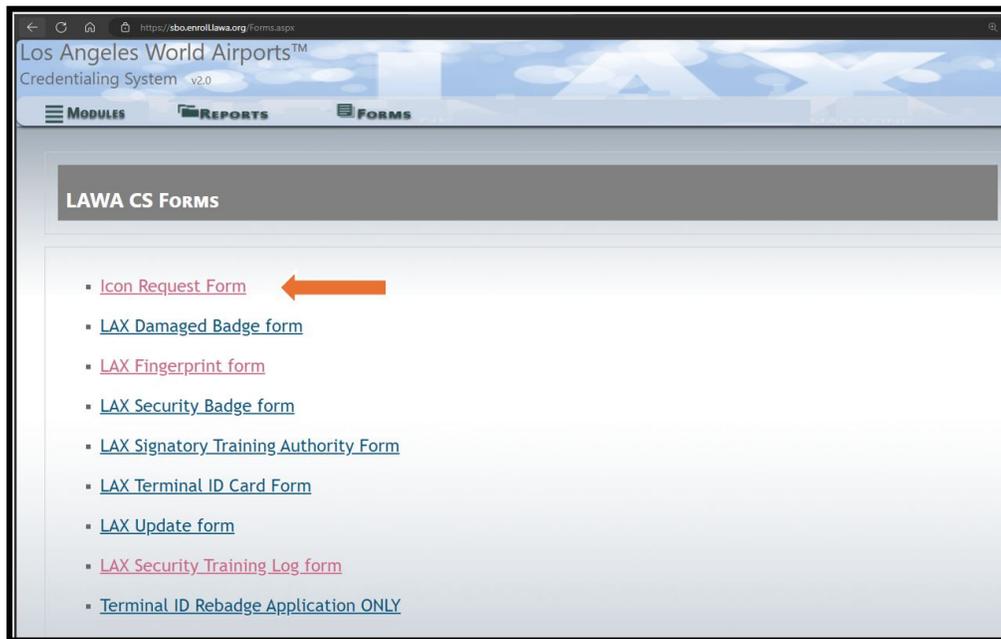
Figure 17: Forms Access Button



### STEP 3: Navigate to **Icon Request Form** Option

- On the **FORMS** page, click ICON REQUEST FORM as indicated below.

Figure 18: Icon Request Form Option



## STEP 4: Completion of the Icon Request Form

The **Icon Request Form** is used by **Authorized Signers** to request **Icons/Trainings** for **current/active** badged employees.

Figure 19: Icon Request Form

**LAWA**  
LOS ANGELES WORLD AIRPORTS

### Icon Request Form

**Disclaimer:** Please ensure that each field is filled out correctly. You will receive an email regarding your request only if all the information matches.

Note: The fields with a \* are required to be completed.

<b>Last Name*</b> Enter your last name	<b>First Name*</b> Enter your first name	<b>Middle Name</b> Enter your middle name
<b>Suffix</b> Select	<b>Gender*</b> Select	<b>Date Of Birth*</b> dd-mm-yyyy
<b>SSN (last four digits)*</b> Enter last four digits of SSN	<b>Phone Number*</b> Enter your phone number	<b>Email*</b> Enter your email address
<b>Company Code*</b> Enter your 6 digits company code	<b>Badge Number</b> A	<b>Badge Appointment Type*</b> Select

**Icons\***

<input type="checkbox"/> Air Traffic Control (ATC)	<input type="checkbox"/> Aircraft Fueler	<input type="checkbox"/> Aircraft Surface Movement (ASM)
<input type="checkbox"/> APD - VAAU Escort (E)	<input type="checkbox"/> USCBP Seal - Black Zone 2	<input type="checkbox"/> USCBP Seal - Red Zone 1
<input type="checkbox"/> AOA Familiarization (AOA FAM)	<input type="checkbox"/> Restricted Area Driver (RAD)	

**Justification**  
Enter justification

Submit Reset

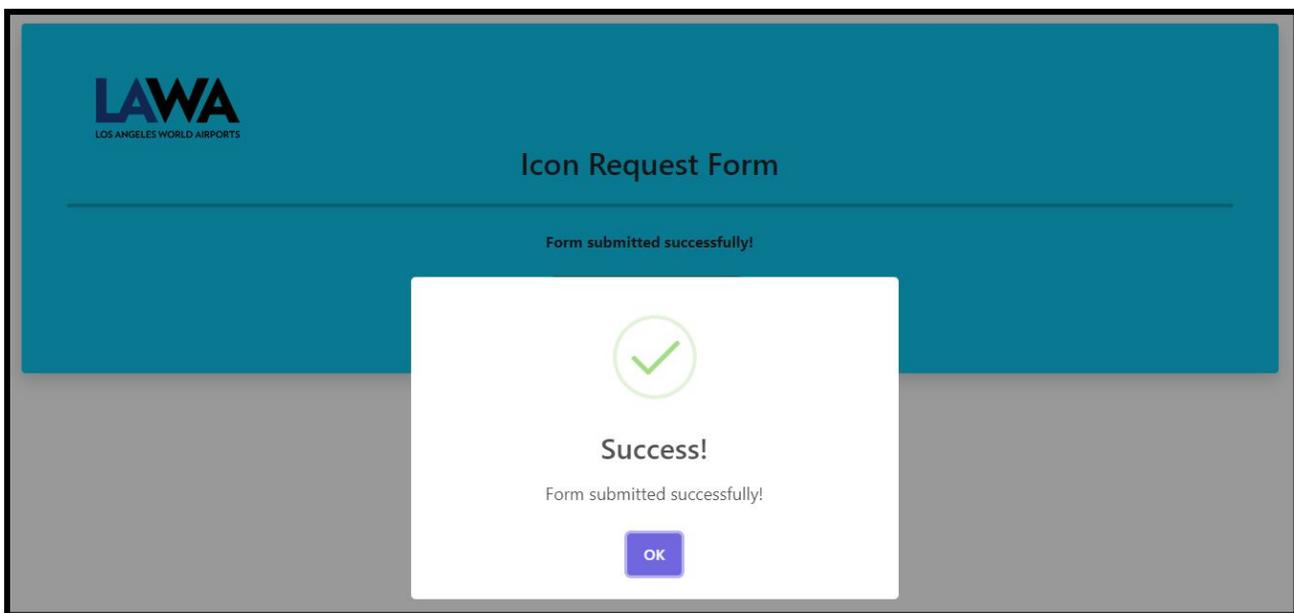
### ➤ Icon Request Form - Instructions for Completion by Authorized Signers for Applicants

1. Complete each **mandatory** field (marked with a red asterisk) accurately with the badge applicant information.
2. Select only the icon fields required for each applicant based on operational need.
3. Ensure all that the 6-digit Company Code is formatted as follows:
  - **4-digit Company Code + 2-digit Division Code**
4. Select either “**New**” or “**Renewal**” for the type of badge appointment from the drop-down list in the **Badge Appointment** field.
5. In the **Enter Justification** provide justification for the **Escort and Air Traffic Control (ATC)** icons when selected.
6. Select either a **Red (Zone 1)** or **Black (Zone 2)** or for **US Customs Seal**. You may **not select both options** – the selection of the Black Zone will cancel the selection of the Red Zone, and vice versa.

## **STEP 5: Submission of Icon Request Form and Confirmation**

1. Click **SUBMIT** at the bottom of the Icon Request Form, after you have completed and verified that the information is accurate.
2. Upon successful completion, a page a notification page will append indicating that your form was successfully submitted, as indicated below.
3. On this page, Click **OK** to confirm your completion of this process.
4. You have the option to submit another application by clicking on the **SUBMIT ANOTHER RESPONSE** field.

Figure 20: Icon Request Form Submission



**SECTION 10**

**LAX SECURITY CREDENTIALS (SIDA & TERMINAL BADGES) FINGERPRINT / EXEMPT PROFILE REQUEST FORM (FEPRF)**

The **Fingerprint / Exempt Profile Request Form (FEPRF)** replaces the previous Fingerprint Application. This form is used primarily for first time applicants, to allow the Security Badge Office to create an applicant profile in the **Credentialing System (CS)** .

On the **2<sup>nd</sup>** page of the **FEPRF** application (**Signatory Authority Information**) section, the Authorized Signer will complete the following:

- **Badge Type: SIDA or Sterile**
- **SIDA Icon Training (based on operational need)**
- **USCBP Seal Request**
- **Exempt Status (LEO / TSA)**

**Figure 21: Fingerprint / Exempt Profile Request Form (FEPRF)/Fingerprint Application**

**LAX SECURITY CREDENTIALS – FINGERPRINT / EXEMPT PROFILE REQUEST FORM – PAGE 2**

**PRIVACY ACT NOTICE AND EMPLOYEE CERTIFICATION – THIS SECTION MUST BE COMPLETED BY APPLICANT**

Authority: 5 U.S.C. § 1140, 48 U.S.C. § 70105, 49 U.S.C. §§ 106, 114, 5103a, 40103(a)(3), 40113, 44903, 44935-44936, 44939, and 48105, the Implementing Recommendations of the 9/11 Commission Act of 2007, § 1520 (121 Stat. 444, Public Law 110-53, August 3, 2007), FAA Reauthorization Act of 2018, § 1934(c) (132 Stat. 3186, Public Law 115-254, Oct 5, 2018), and Executive Order 9397 (November 22, 1943), as amended.

Purpose: The Department of Homeland Security (DHS) will use the information to conduct a security threat assessment. If applicable, your fingerprints and associated information will be provided to the Federal Bureau of Investigation (FBI) for the purpose of comparing your fingerprints to other fingerprints in the FBI's Next Generation Identification (NGI) system or its successor systems including civil, criminal, and latent fingerprint repositories. The FBI may retain your fingerprints and associated information in NGI after the completion of this application and, while retained, your fingerprints may continue to be compared against other fingerprints submitted to or retained by NGI. DHS will also transmit your fingerprints for enrollment into US-VISIT Automated Biometric Identification System (IDENT).

DHS will also maintain a national, centralized revocation database of individuals who have had airport or aircraft operator-issued identification media revoked for noncompliance with aviation security requirements. DHS has established a process to allow an individual whose name is mistakenly entered into the database to contact the record and have the individual's name expunged from the database. If an individual who is listed in the centralized database wishes to pursue expungement due to mistaken identity, the individual must send an email to TSA at [Aviation.workers@tsa.dhs.gov](mailto:Aviation.workers@tsa.dhs.gov).

Routine Uses: In addition to those disclosures generally permitted under 5 U.S.C. § 522a(b) of the Privacy Act, all or a portion of the records or information contained in this system may be disclosed outside DHS as a routine use pursuant to 5 U.S.C. § 522a(b)(3) including with third parties during the course of a security threat assessment, employment investigation, or adjudication of a waiver or appeal request to the extent necessary to obtain information pertinent to the assessment, investigation, or adjudication of your application or in accordance with the routine uses identified in the TSA system of records notice (SORN) DHS/TSA 002, Transportation Security Threat Assessment System. For as long as your fingerprints and associated information are retained in NGI, your information may be disclosed pursuant to your consent or without your consent as permitted by the Privacy Act of 1974 and all applicable Routine Uses as may be published at any time in the Federal Register, including the Routine Uses for the NGI system and the FBI's Blanket Routine Uses.

Disclosure: Pursuant to § 1934(c) of the FAA Reauthorization Act of 2018, TSA is required to collect your SSN on applications for Secure Identification Display Area (SIDA) credentials. For SIDA applications, failure to provide this information may result in denial of a credential. For other aviation credentials, although furnishing your SSN is voluntary, if you do not provide the information requested, DHS may be unable to complete your security threat assessment.

The information I have provided is true, complete, and correct to the best of my knowledge and belief and is provided in good faith. I understand that a knowing and willful false statement can be punished by fine or imprisonment or both (see Section 1001 of Title 18 of the United States Code).

I authorize the Social Security Administration to release my Social Security Number and full name to the Transportation Security Administration, Enrollments Service and Writing Programs, Attention: Writing Programs (TSA-10) Aviation Worker Program, 6995 Springfield Center Drive, Springfield, VA 22159-8010.

I am the individual to whom the information applies and want this information released to verify that my SSN is correct. I know that if I make any representation that I know is false to obtain information from Social Security records, I could be punished by a fine or imprisonment or both.

By my signature below, I certify that I have read the Privacy Act Notice and that I will not tamper or interfere with, modify, or circumvent any security system in accordance with 48 CFR 1540.105(a).

APPLICANT NAME (Print) \_\_\_\_\_ DATE OF BIRTH (MM/DD/YYYY) \_\_\_\_\_  
 / /

APPLICANT SIGNATURE \_\_\_\_\_ SOCIAL SECURITY NUMBER \_\_\_\_\_  
 x - -

**SCREENING NOTICE: Any employee holding a credential granting access to a Security Identification Display Area may be screened at any time while gaining access to, working in, or leaving a Security Identification Display Area.**

**SIGNATORY AUTHORITY USE ONLY – THIS SECTION MUST BE COMPLETED BY COMPANY – NOT THE APPLICANT**

BADGE TYPE	SIDA ICON TRAINING		USCBP SEAL REQUEST (SIDA ONLY)	
<input type="checkbox"/> SIDA	<input type="checkbox"/> AOA Familiarization (AOA FAM)	<input type="checkbox"/> Restricted Area Driver (RAD)	<input type="checkbox"/> Red – Zone 1	<input type="checkbox"/> Black – Zone 2
<input type="checkbox"/> Terminal ID (Sterile)	<input type="checkbox"/> Aircraft Surface Movement (ASM)	<input type="checkbox"/> Air Traffic Control (ATC)	<input type="checkbox"/> EXEMPT STATUS (NO FINGERPRINTS REQUIRED)	
	<input type="checkbox"/> Aircraft Fueler	<input type="checkbox"/> APD – VAAU Escort (E)	<input type="checkbox"/> LEO/TSA (Credential No. _____)	

I certify to LAMA under penalty of perjury, that the employee named on this fingerprint application is a direct employee for the organization listed below. Further, I have reviewed the information and statements on this application and signed and dated this form ONLY AFTER ALL INFORMATION WAS COMPLETED AND VERIFIED.

COMPANY NAME \_\_\_\_\_ DIVISION NAME \_\_\_\_\_ ORGANIZATION CODE \_\_\_\_\_

SIGNATORY AUTHORITY (PRINT NAME) \_\_\_\_\_ CONTACT NUMBER \_\_\_\_\_ SIGNATORY AUTHORITY ID # \_\_\_\_\_

AUTHORIZED SIGNATURE (WET SIGNATURE) \_\_\_\_\_ AUTHORIZED DATE (MM/DD/YYYY) \_\_\_\_\_  
 x / /

Form valid for 14 calendar days from date authorized above.

**SECURITY CREDENTIALS SECTION (BADGE OFFICE) USE ONLY**

REASON FOR FINGERPRINTS

Confiscated     Expired     Lost / Stolen     New Hire     Other

SCS COUNTER AGENT (NAME OR SSN) \_\_\_\_\_ TRANSACTION DATE (MM/DD/YYYY) \_\_\_\_\_ CS EMPLOYEE ID \_\_\_\_\_

WARNING: This record contains Sensitive Security Information that is controlled under 48 CFR parts 15 and 1520. No part of this record may be disclosed to persons without a "need to know", as defined in 48 CFR parts 15 and 1520, except with the written permission of the Transportation Security Administration or the Secretary of Transportation. Unauthorized release may result in civil penalty or other action. For U.S. government, public disclosure is governed by 5 U.S.C. 552 and 48 CFR parts 15 and 1520.

LAX Security Badge - Fingerprint Request Form 8/2024

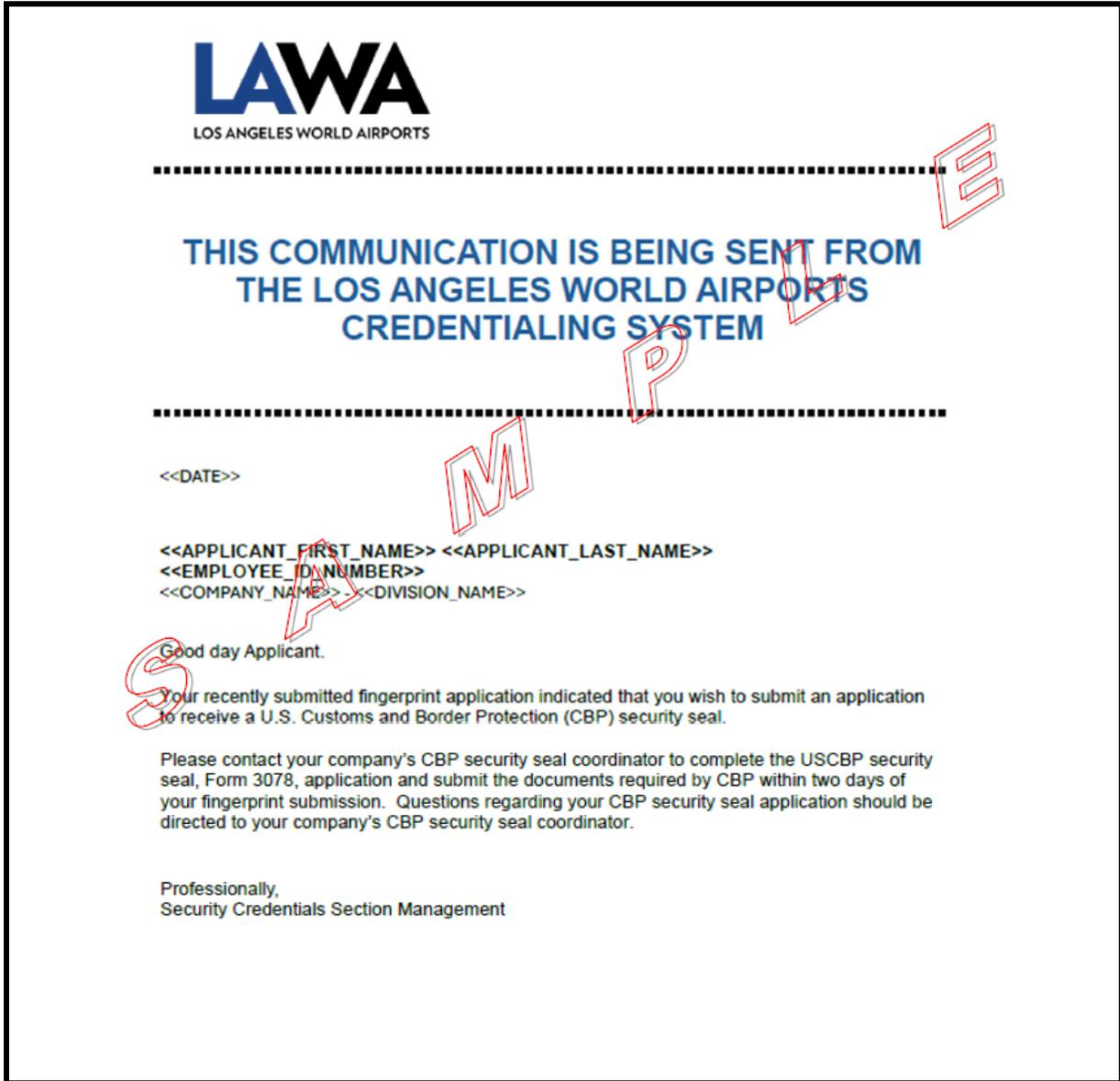
**SECTION 11**

## USCBP Seal/eBadge Application Request Process Flow

1. On the **Fingerprint / Exempt Profile Request Form (FEPRF)**, **Signatory Authority USE ONLY Section**, Authorized Signer selects: **USCBP Seal Request** for Red – Zone 1 or Black – Zone 2.
2. Applicant attends fingerprint appointment to submit fingerprints.
3. The **LAWA Credentialing System (CS)** will transmit an email (**see sample email below**) to CBP Seal applicants, notifying applicant to contact the company **USCBP Seal Coordinator**.
4. Company **USCBP Seal Coordinator** submits **USCBP FORM 3078 to CBP** (electronically or in-person) and awaits approval response from **USCBP**.
5. Authorized Signer and Applicant complete the **Badge Application** and **SELECT** the option to add the Seal only if the request has been **approved by CBP**.
6. Applicant makes an appointment for Badging.
5. Applicant goes to the **CBP Seal office** at the Badge Office with badge application to receive **CBP approval stamp** on application, then returns to badge office check-in for processing.

**Note:** The Security Badge Office **does not** make any decisions regarding the **USCBP Seal** requirements or approval processes. Please refer all your inquiries regarding the USCBP Seal requirements to the USCBP Security Seal team at LAX at: **(310) 348-2850**.

Figure 22: Sample Email Notification to Contact Company USCBP Seal Coordinator



**SECTION 12**

**Authorized Signers' Computer-Based Training Processes**

**STEP 1: Onboarding a New Authorized Signer for a Newly Enrolled Company**

1. The nominated **Authorized Signer (AS)** submits a completed **Signatory & Training Authority Request Form (STARF)**, signed by the company's **Highest-Ranking Local Official** or designee requesting addition of the **AS**. (Figure 23).

**Note:** In addition, newly nominated **AS** information may be included in the company's **Letter of Intent (LOI)**.

Figure 23: LAX Security Badge/ID Card Signatory & Training Authority Request Form

		<b>LAX SECURITY BADGE / ID CARD SIGNATORY &amp; TRAINING AUTHORITY REQUEST FORM</b>		LAX SECURITY CREDENTIALS SECTION 7333 WORLD WAY WEST, 1ST FL LOS ANGELES, CA 90045 (424) 646-5500	
APPLICANT INFORMATION – THIS SECTION MUST BE COMPLETED BY APPLICANT (PRINT CLEARLY OR TYPE)					
Provide requested information (below) for applicant being added or removed from active list of approved Authorized Signers for LAX Security Badge / ID Card Forms or Certified Trainers for the mandatory Airport Security Training [49 CFR 1542.213(b)] for the referenced company.					
LAST NAME (Applicant)		FIRST NAME		MIDDLE NAME	SUFFIX
SOCIAL SECURITY NUMBER		BADGING JOB ROLE			
EMAIL ADDRESS		CONTACT NUMBER		FAX #	
To add or update Signatory Authority, have applicant provide signature inside the box below using BLUE or BLACK ink. This signature must not extend beyond the border of the box provided. To ensure authenticity, this signature will be compared to and used to validate the signature provided on ALL LAX Security Badge forms.					
<div style="border: 1px solid black; width: 100%; height: 100%;"></div>					
SCREENING NOTICE: Any employee holding a credential granting access to a Security Identification Display Area may be screened at any time while gaining access to, working in, or leaving a Security Identification Display Area.					
COMPANY INFORMATION – THIS SECTION MUST BE COMPLETED BY COMPANY (CLEARLY PRINT OR TYPE)					
COMPANY NAME		DIVISION NAME		ORGANIZATION CODE	
PLEASE NOTE: All Authorized Signers / Certified Trainers with or without an active LAX Security Badge / ID Card, pursuant to federal mandate, must successfully complete a fingerprint-based criminal history record check with no record of a disqualifying conviction.					
SIGNATORY AUTHORITY REQUEST – MARK APPROPRIATE BOX					
<input type="checkbox"/> Add Authorized Signer		<input type="checkbox"/> Renew / Update Signature Information		<input type="checkbox"/> Remove Authorized Signer	
TRAINER CERTIFICATION REQUEST – MARK APPROPRIATE BOX					
<input type="checkbox"/> Add Certified Trainer		<input type="checkbox"/> Renew / Update Trainer Information		<input type="checkbox"/> Remove Certified Trainer	
COMPANY CERTIFICATION – MUST BE COMPLETED BY HIGHEST RANKING LOCAL COMPANY OFFICIAL					
I certify to LAWA and attest under the penalty of perjury that the above information is correct and all names and signatures are valid. It is understood that all LAX Security Badges or ID Cards issued to the employees of the above-referenced organization are the property of the Los Angeles World Airports (LAWA), and must be returned when restricted area access is no longer required, upon expiration, separation from employment or upon demand by LAWA.					
HIGHEST RANKING OFFICIAL (PRINT NAME)			COMPANY JOB TITLE		
SIGNATURE			DATE (MM/DD/YYYY)		
X			/ /		
SECURITY CREDENTIALS SECTION (BADGE OFFICE) USE ONLY					
<input type="checkbox"/> Add to Email Contact List		<input type="checkbox"/> Remove from Email Contact List		<input type="checkbox"/> Update Email Contact List	
<input type="checkbox"/> Print Company Fact Sheet					
SIGNATURE AUTHORIZATION CODE		SECURITY BADGE-ID CARD NUMBER		FINGERPRINT DATE	
APPROVAL AUTHORITY		APPROVAL DATE		SIGNATURE SCANNED BY	
		/ /		/ /	
				SCAN DATE	
				/ /	
WARNING: This record contains Security Sensitive Information that is controlled under 49 CFR parts 15 and 1520. No part of this record may be disclosed to persons without a "need to know", as defined in 49 CFR parts 15 and 1520, except with the written permission of the Transportation Security Administration or the Secretary of Transportation. Unauthorized release may result in civil penalty or other action. For U.S. government agencies, public disclosure is governed by 5 U.S.C. 552 and 49 CFR parts 15 and 1520. LAX Security Badge - Signatory & Training Authorization Request Form 3/2020					

**Note:** This form can be downloaded from the Security Badge Office website in the Authorized Signer portal at this link: <http://sbo.enroll.lawa.org/Files/Signatory.pdf>

**Note:** You will have access to the **Authorized Signer portal** to access this and other badging forms and reports, once your ECMU Coordinator provides you with your login information.

2. The **Badge Office Company Coordinator** provides the **STARF** and the **Fingerprint / Exempt Profile Request Form (FEPRF)** to the nominated **AS** for completion. The information on the **Signatory Authority Information** section on the **FEPRF** should correlate with the information on the company's **Letter of Intent (LOI)**.
3. The nominated **AS** will email the **STARF** and copy of the **FEPRF** to the company's assigned Badge Coordinator at the Security Badge Office's **Enrollment and Contact Management Unit (ECMU)**, and copy [sboenrollments@lawa.org](mailto:sboenrollments@lawa.org)
4. Upon receipt of the **STARF** and **FEPRF**, the Badge Coordinator reviews the forms and schedules the **nominated AS** for fingerprinting.

**Note:** In order to avoid unnecessary delays in the processing of the **Security Threat Assessment (STA)** portion of the **Criminal History Records Check** process, foreign-born applicants, **whether or not they are U.S. citizens**, are strongly encouraged to submit their **Alien Registration Number (ARN)** to the Security Badge Office at time of fingerprinting.

5. Pursuant to approval of the fingerprints, the **ECMU Badge Coordinator** submits the copy of the **FEPRF** to the Badge Office **Credentialing Support Services (CS)** for creation of the **AS Computer-Based Training (CBT)** account.

**Note:** Only the Mandatory Training courses will be assigned to newly nominated Authorized Signers.

**Note:** **SIDA Icons** will not be issued with the 1st badge. Pursuant to completion of the appropriate mandatory training courses and issuance of an initial badge; if **SIDA Icons** are required, the **AS** should have indicated such on the **FEPRF** that was emailed to the badge coordinator.

6. If the Authorized Signer did not indicate the need for **SIDA Icons** on the **FEPRF**, then the **AS** must submit a request to the Badge Coordinator.
7. The Badge Coordinator will complete the **Icon Request Form** for activation of training account. This will initiate the request for the **SIDA Icon Training** courses.
8. **CS** emails the **CBT** account activation email to the Authorized Signer for completion of the appropriate training before badging.
9. The Authorized Signer will email their completed course training certificate to the **ECMU Badge Coordinator**, and the coordinator will provide the Authorized Signer with a unique personal login to access the Authorized Signer portal on the Badge Office website.
10. The Authorized Signer follows the processes identified below:  
On the **2<sup>nd</sup> page** of the **FEPRF** application, in the **Signatory Authority USE ONLY** section, the Authorized Signer will complete the appropriate section (s), based on verifiable operational need. (**Figure 24**).

- **Badge Type: SIDA or Sterile**
- **SIDA Icon Training (based on operational need)**
- **USCBP Seal Request (Custom Seal Request)**
- **Exempt Status (LEO / TSA)**

Figure 24: Fingerprint / Exempt Profile Request Form (FEPRF) (Page 2)

**LAX SECURITY CREDENTIALS – FINGERPRINT / EXEMPT PROFILE REQUEST FORM – PAGE 2**

**PRIVACY ACT NOTICE AND EMPLOYEE CERTIFICATION – THIS SECTION MUST BE COMPLETED BY APPLICANT**

**Authority:** 6 U.S.C. § 1140, 46 U.S.C. § 70105; 49 U.S.C. §§ 106, 114, 5103a, 40103(b)(3), 40113, 44903, 44935-44936, 44939, and 46105; the Implementing Recommendations of the 9/11 Commission Act of 2007, § 1520 (121 Stat. 444, Public Law 110-53, August 3, 2007); FAA Reauthorization Act of 2018, § 1934(c) (132 Stat. 3186, Public Law 115-254, Oct 5, 2018), and Executive Order 9397 (November 22, 1943), as amended.

**Purpose:** The Department of Homeland Security (DHS) will use the information to conduct a security threat assessment. If applicable, your fingerprints and associated information will be provided to the Federal Bureau of Investigation (FBI) for the purpose of comparing your fingerprints to other fingerprints in the FBI's Next Generation Identification (NGI) system or its successor systems including civil, criminal, and latent fingerprint repositories. The FBI may retain your fingerprints and associated information in NGI after the completion of this application and, while retained, your fingerprints may continue to be compared against other fingerprints submitted to or retained by NGI. DHS will also transmit your fingerprints for enrollment into US-VISIT Automated Biometrics Identification System (IDENT).

DHS will also maintain a national, centralized revocation database of individuals who have had airport or aircraft operator-issued identification media revoked for noncompliance with aviation security requirements. DHS has established a process to allow an individual whose name is mistakenly entered into the database to correct the record and have the individual's name expunged from the database. If an individual who is listed in the centralized database wishes to pursue expungement due to mistaken identity, the individual must send an email to TSA at [Aviation.workers@tsa.dhs.gov](mailto:Aviation.workers@tsa.dhs.gov).

**Routine Uses:** In addition to those disclosures generally permitted under 5 U.S.C. § 522a(b) of the Privacy Act, all or a portion of the records or information contained in this system may be disclosed outside DHS as a routine use pursuant to 5 U.S.C. § 522a(b)(3) including with third parties during the course of a security threat assessment, employment investigation, or adjudication of a waiver or appeal request to the extent necessary to obtain information pertinent to the assessment, investigation, or adjudication of your application or in accordance with the routine uses identified in the TSA system of records notice (SORN) DHS/TSA 002, Transportation Security Threat Assessment System. For as long as your fingerprints and associated information are retained in NGI, your information may be disclosed pursuant to your consent or without your consent as permitted by the Privacy Act of 1974 and all applicable Routine Uses as may be published at any time in the Federal Register, including the Routine Uses for the NGI system and the FBI's Blanket Routine Uses.

**Disclosure:** Pursuant to § 1934(c) of the FAA Reauthorization Act of 2018, TSA is required to collect your SSN on applications for Secure Identification Display Area (SIDA) credentials. For SIDA applications, failure to provide this information may result in denial of a credential. For other aviation credentials, although furnishing your SSN is voluntary, if you do not provide the information requested, DHS may be unable to complete your security threat assessment.

The information I have provided is true, complete, and correct to the best of my knowledge and belief and is provided in good faith. I understand that a knowing and willful false statement can be punished by fine or imprisonment or both (see Section 1001 of Title 18 of the United States Code).

I authorize the Social Security Administration to release my Social Security Number and full name to the Transportation Security Administration, Enrollments Services and Vetting Programs, Attention: Vetting Programs (TSA-10)/Aviation Worker Program, 6595 Springfield Center Drive, Springfield, VA 20598-6010.

I am the individual to whom the information applies and want this information released to verify that my SSN is correct. I know that if I make any representation that I know is false to obtain information from Social Security records, I could be punished by a fine or imprisonment or both.

By my signature below, I certify that I have read the Privacy Act Notice and that I will not tamper or interfere with, modify, or circumvent any security system in accordance with 49 CFR 1540.105(a).

APPLICANT NAME (Print) \_\_\_\_\_ DATE OF BIRTH (MM/DD/YYYY) \_\_\_\_\_

APPLICANT SIGNATURE \_\_\_\_\_ SOCIAL SECURITY NUMBER \_\_\_\_\_

x \_\_\_\_\_ - -

**SCREENING NOTICE: Any employee holding a credential granting access to a Security Identification Display Area may be screened at any time while gaining access to working in or leaving a Security Identification Display Area.**

**SIGNATORY AUTHORITY USE ONLY – THIS SECTION MUST BE COMPLETED BY COMPANY – NOT THE APPLICANT**

BADGE TYPE	SIDA ICON TRAINING		USCBP SEAL REQUEST (SIDA ONLY)	
<input type="checkbox"/> SIDA	<input type="checkbox"/> AOA Familiarization (AOA FAM)	<input type="checkbox"/> Restricted Area Driver (RAD)	<input type="checkbox"/> Red – Zone 1	<input type="checkbox"/> Black – Zone 2
<input type="checkbox"/> Terminal ID (Sterile)	<input type="checkbox"/> Aircraft Surface Movement (ASM)	<input type="checkbox"/> Air Traffic Control (ATC)	<b>EXEMPT STATUS (NO FINGERPRINTS REQUIRED)</b>	
	<input type="checkbox"/> Aircraft Fueler	<input type="checkbox"/> APD – VAAU Escort (E)	<input type="checkbox"/> LEO/TSA (Credential No. _____)	

I certify to LAWA under penalty of perjury, that the employee named on this fingerprint application is a direct employee for the organization listed below. Further, I have reviewed the information and statements on this application and signed and dated this form ONLY AFTER ALL INFORMATION WAS COMPLETED AND VERIFIED.

COMPANY NAME \_\_\_\_\_ DIVISION NAME \_\_\_\_\_ ORGANIZATION CODE \_\_\_\_\_

SIGNATORY AUTHORITY (PRINT NAME) \_\_\_\_\_ CONTACT NUMBER \_\_\_\_\_ SIGNATORY AUTHORITY ID # \_\_\_\_\_

\_\_\_\_\_ ( ) - \_\_\_\_\_

AUTHORIZED SIGNATURE (WET SIGNATURE) \_\_\_\_\_ AUTHORIZED DATE (MM/DD/YYYY) \_\_\_\_\_

x \_\_\_\_\_ / /

Form valid for 14 calendar days from date authorized above.

**SECURITY CREDENTIALS SECTION (BADGE OFFICE) USE ONLY**

REASON FOR FINGERPRINTS

Confiscated     Expired     Lost / Stolen     New Hire     Other

SCS COUNTER AGENT (STAMP OR PRINT) \_\_\_\_\_ TRANSACTION DATE (MM/DD/YYYY) \_\_\_\_\_ CS EMPLOYEE ID \_\_\_\_\_

\_\_\_\_\_ / / \_\_\_\_\_

WARNING: This record contains Sensitive Security information that is controlled under 49 CFR parts 15 and 1520. No part of this record may be disclosed to persons without a "need to know", as defined in 49 CFR parts 15 and 1520, except with the written permission of the Transportation Security Administration or the Secretary of Transportation. Unauthorized release may result in civil penalty or other action. For U.S. government, public disclosure is governed by 5 U.S.C. 552 and 49 CFR parts 15 and 1520.

LAX Security Badge - Fingerprint Request Form 8/2024

## Authorized Signers Computer-Based Training Processes (continued)

### **STEP 2: Existing Company New Authorized Signer**

1. The Highest-ranking local company official submits a completed **Signatory & Training Authority Request Form (Figure 23, pg. 24)** to the ECMU Badge Coordinator, to Add the new Authorized Signer.

**Note:** For Authorized Signers who are **not badged**, follow instructions **2 – 7** and 9, in **STEP 1** above.

**Note:** For new Authorized Signer applicants who are badged, follow instructions **2 – 5** and 9, in **STEP 1** above.

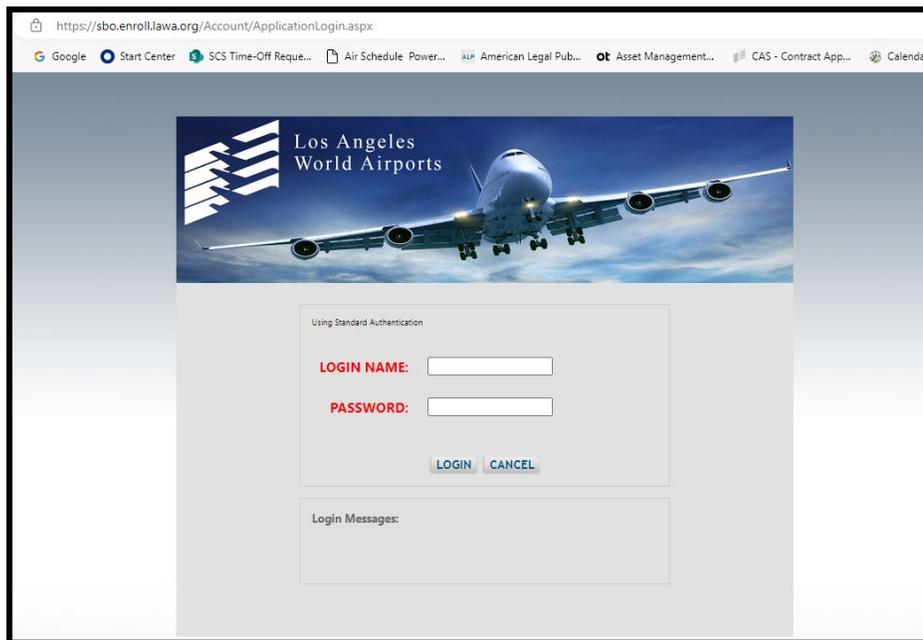
## SECTION 13

### How to Access CBT Results Report for Your Employees

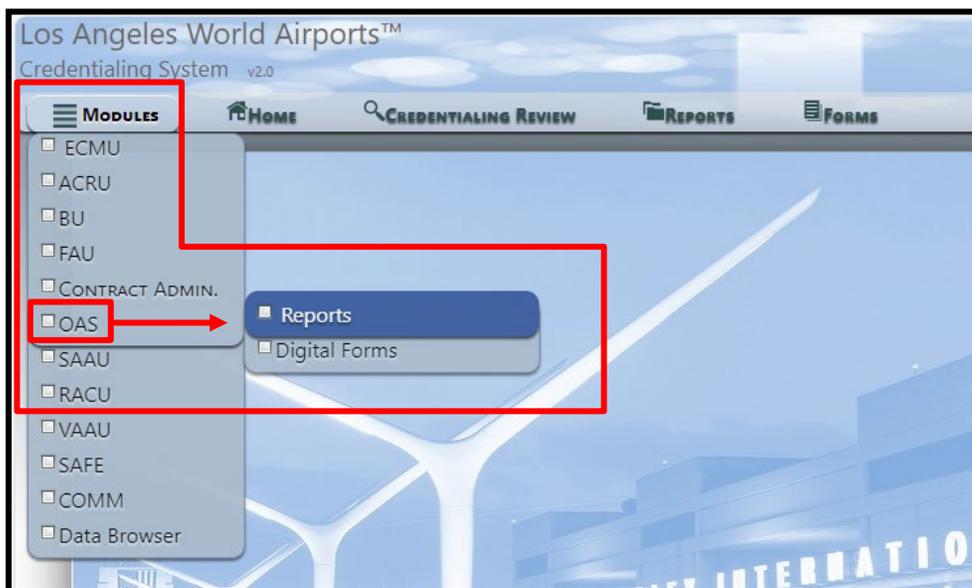
The new **Training Assignments and Latest Results (IET) Report** was created for Authorized Signers to view the training(s) assigned to applicants, and the most recent result status, and the expiration date.

Please use the following steps to access the report.

1. Access the Authorized Signer (AS) Portal using your **AS** login.  
<http://sbo.enroll.lawa.org/Account/ApplicationLogin.aspx>



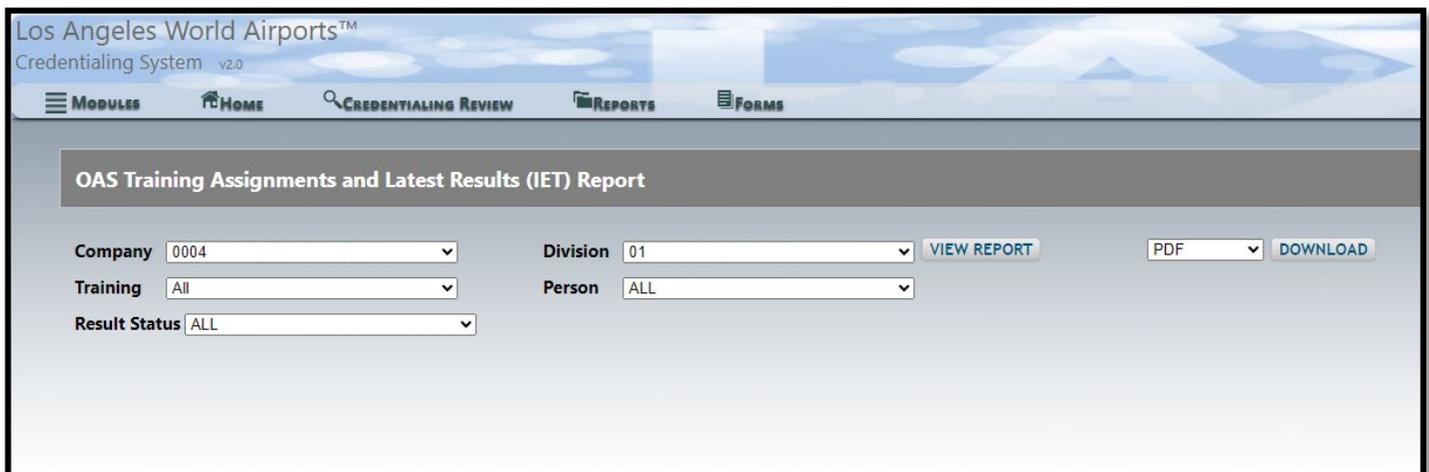
2. In the Authorized Signer's Portal, go to "Modules" and click on OAS, then select "Reports" from the menu.



3. In the Reports for OAS module, select **IET Training Assignments and Latest Results** from the report list.



4. In the **OAS Training Assignments and Latest Results (IET) Report** screen, the report will allow you to make several selections for your report.



You may filter the report by Training, Person, or Result Status (ALL/PASS/FAILED).

**OAS Training Assignments and Latest Results (IET) Report**

Company 000 Division 01 [VIEW REPORT](#) PDF [DOWNLOAD](#)

Training All Person ALL

Result Status

- All
- Air Traffic Control (ATC)
- Aircraft Surface Movement (ASM)
- Airport Operations Monthly Training - September
- AOA Familiarization
- AOA Familiarization - Spanish
- Authorized Signer Training
- Emergency Management Series (English)
- Emergency Management Series (Spanish)
- Escorting Procedures Training
- Human Trafficking Awareness
- Human Trafficking Prevention at Airports
- Restricted Area Driver (RAD) Training
- Restricted Area Driver (RAD) Training - Spanish
- Security (SIDA) Training
- SIDA Refresher
- Sterile Area Training

**OAS Training Assignments and Latest Results (IET) Report**

Company 000 Division 01 [VIEW REPORT](#) PDF [DOWNLOAD](#)

Training All Person ALL

Result Status

- ALL
- PASS
- FAILED

5. Once you make your report selections, click on “View Report” to view a copy on screen.

**OAS Training Assignments and Latest Results (IET) Report**

Company: 0004 | Division: 01 | **VIEW REPORT** | PDF | DOWNLOAD

Training: All | Person: ALL | Result Status: ALL

1 of 469 | Automatic Zoom



### Los Angeles International Airport

LAX Security Badge  
Training Assignments & Latest Results (IET)

Company-Division: LAX AIRPORT POLICE-AIRPORT POLICE (000401)

Name	Training Name	Is Mandatory	Assigned Training Date	Latest Test Date	Expiration Date	Result Status
	Restricted Area Driver (RAD) Training	No		5/27/2022 12:00:00 AM	5/26/2024 12:00:00 AM	PASS
	Restricted Area Driver (RAD) Training - Spanish	No		5/27/2022 12:00:00 AM	5/26/2024 12:00:00 AM	PASS
	Authorized Signer Training	No	7/31/2024 7:21:00 PM			
	Emergency Management Series (English)	Yes	8/9/2024 5:57:39 AM			
	Emergency Management Series (Spanish)	Yes	8/9/2024 5:57:39 AM			
	Human Trafficking Awareness	Yes	8/9/2024 5:57:39 AM			
	Human Trafficking Prevention at Airports	Yes	8/9/2024 5:57:39 AM			
	Security (SIDA) Training	Yes	7/3/2024 12:00:00 AM	7/31/2024 12:27:00 PM	7/31/2026 12:27:00 PM	FAILED
	SIDA Refresher	Yes	7/3/2024 12:00:00 AM			
	Emergency Management Series (English)	Yes	8/9/2024 5:47:21 AM			
	Emergency Management Series (Spanish)	Yes	8/9/2024 5:47:21 AM			
	Human Trafficking Awareness	Yes	8/9/2024 5:47:21 AM			
	Human Trafficking Prevention at Airports	Yes	8/9/2024 5:47:21 AM			

**OAS Training Assignments and Latest Results (IET) Report**

Company: 0004 | Division: 01 | **VIEW REPORT** | PDF | DOWNLOAD

Training: All | Person: | Result Status: ALL

1 of 1 | Automatic Zoom



### Los Angeles International Airport

LAX Security Badge  
Training Assignments & Latest Results (IET)

Company-Division: LAX AIRPORT POLICE-AIRPORT POLICE (000401)

Name	Training Name	Is Mandatory	Assigned Training Date	Latest Test Date	Expiration Date	Result Status
	Authorized Signer Training	No	7/30/2024 4:10:01 PM	8/8/2024 2:52:00 PM	8/8/2025 2:52:00 PM	PASS
	Emergency Management Series (English)	Yes	7/3/2024 12:00:00 AM	8/8/2024 1:12:00 PM	8/8/2026 1:12:00 PM	PASS
	Emergency Management Series (Spanish)	Yes	8/9/2024 6:15:03 AM			
	Human Trafficking Awareness	Yes	7/3/2024 12:00:00 AM	8/7/2024 10:22:00 PM	8/7/2026 10:22:00 PM	PASS
	Human Trafficking Prevention at Airports	Yes	7/3/2024 12:00:00 AM	8/7/2024 10:10:00 PM	8/7/2026 10:10:00 PM	PASS
	Security (SIDA) Training	Yes	7/3/2024 12:00:00 AM	8/7/2024 9:31:00 PM	8/7/2026 9:31:00 PM	PASS
	SIDA Refresher	Yes	7/3/2024 12:00:00 AM			

6. To download the report, select the file type for your report from the dropdown, and click the “Download” button. A pop-up with your downloaded report should appear to allow you to open and save the report.

**OAS Training Assignments and Latest Results (IET) Report**

Company: 0004 - LAX AIRPORT POLICE    Division: 01 - AIRPORT POLICE    VIEW REPORT

Training: All    Person: ALL

Result Status: ALL

PDF (selected)  
Excel  
CSV  
Word  
TIFF (Image)

DOWNLOAD

Note: This report should be available in the Authorized Signer’s portal now. If you are unable to access the report, please send an email to [badgetrainingsupport@lawa.org](mailto:badgetrainingsupport@lawa.org) and reference the **OAS Training Assignments and Latest Results (IET) Report** in the subject line.

## SECTION 14

### QUICK TIPS AND BEST PRACTICES:

- Access the Authorized Signer Portal at least weekly to view and review the various badging reports.
- Make Badge Accountability part of your routine assignments as an Authorized Signer.
- Conduct weekly Badge Reconciliation so that you are aware of the expiration dates of employee badges.
- Prepare for employees to renew their badges at least 60 days prior to their expiration dates.
- Encourage employees to schedule appointments for badge renewals. Walk-ins are serviced based on operational need and resource availability.
- Ensure that all your employees have taken the mandatory and/or required SIDA Icon Computer-Based Training courses **before** they come to the Badge Office.
- Ensure that employees have printouts of completion of the Computer-Based Training at the time of badging.
- **DO NOT TAKE MANDATORY TRAININGS UNLESS BADGES ARE ABOUT TO EXPIRE! WE RECOMMEND ABOUT 30-60 DAYS BEFORE THE BADGE EXPIRATION DATE.**
- Ensure that your employees take their required training for SIDA Icons like **RAD, ASM, ATC, Escort (E)**, etc. These icons **will not** be rolled over without the required CBT Training.
- Ensure your company's Seal Coordinator submits renewal US Customs Seal applications well in advance of a seal approval renewal, every two (2) years.