



LAX Security Credentials Section (Badge Office)

AIRPORT POLICE DIVISION

NEWSLETTER

AUGUST 2017

VIGILANCE

As summer ends and students head back to school, we need everyone to be more aware of their surroundings. With the large number of passengers traveling through the airport, it is imperative to be on the lookout for any suspicious activity.

To report a suspicious individual, packages left unattended or report suspicious activity, call the Airport Police at (310) 646-7911.

THE ROLE OF YOUR BADGE OFFICE COORDINATOR

Every organization enrolled in the LAX Security Credentials Program has a Badge Coordinator assigned to them. The Badge Coordinator ensures all organizations requiring restricted area access meet Transportation Security Administration (TSA) regulations, in addition to LAWA's Rules and Regulations.

Coordinator responsibilities include:

- Provide information, answer questions and resolve any issues concerning the LAX Credentials program
- Monitor compliance with established regulations
- Enforce consequences for companies who do not adhere to security regulations
- Ensure all companies operating at LAX have an operational need to be at the airport
- Facilitate company changes including levels of access in the Credentialing Program

Whenever questions arise or clarification is required, organizations should seek the assistance of their Badge Coordinator. In order to assist you in a timely and efficient manner, it is important to contact your Badge Coordinator to schedule an appointment prior to visiting the Security Credentials Section. We appreciate your assistance in this matter.



Credentials Section Procedure Reminders

We remind you of the following Security Credentials Section procedures that remain current and significant to our operations:

- The Badge Office has an "Online Appointment" process which requires an appointment for most transactions. Appointments are available on the Badge Office website at <http://sbo.lawa.org>.
- Badge and Fingerprint appointments are available every day; 70% of our appointments are designated for badging and 30% are designated for fingerprinting.
- 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.
- Badge renewals must be processed within sixty (60) days of the badge expiration date. Remember to have all of the required documents for processing including a signed application from your company.
- To replace a lost badge, you must ensure that the badge is deactivated by immediately reporting it lost to the Badge Office. Secondly, contact your company to have them complete all appropriate forms for re-issuance. Keep in mind that you are eligible to fingerprint and receive a replacement badge on same visit if you go to the Badge Office within 14 days from the initial break in access (lost / stolen).
- To get an Escort icon, Escort Training is required. Submit an Escort Training Request Form to your Badge Office Coordinator or contact Airport Police – VAAU at (424) 646-8228 or airportescort@lawa.org.

- Not everyone can receive the Escort Icon. Each organization must limit the number of individuals who receive the escort icon. You may not obtain escort privileges for more than 50% of your organization's badged employees.
- Authorized Signers should check fingerprints results daily. If an employee's result, whether recently fingerprinted or recently renewed after being a long-term employee, or if the status is to "Employee contact badge office", the employee is required to follow through.

LAX Security Credentials 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