



LAX Security Credentials Section (Badge Office)



AIRPORT POLICE DIVISION

NEWSLETTER

JUNE 2018

AIRPORT SECURITY

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**.

To ensure security, Authorized Signers are expected to collect and return to SBO all SIDA badges and Terminal ID cards of employees who no longer require access to access to LAX.

BADGE RENEWAL

Badge holders are expected to be aware of the expiration date of their badge(s), Terminal ID(s), and request renewal through their Authorized Signer. Per TSA Regulations, badges must be renewed within 60 days of expiration.

Applicants must submit originals and photocopies of government-issued employment eligibility and identification documents for badging and fingerprinting transactions, per **USCIS Form 1-9 Requirements**.

APPOINTMENTS

Authorized Signers are encouraged to visit the SBO website to schedule and cancel appointments. Cancellations allow the availability of appointments to other applicants.

The Badge Office requests that appointments be cancelled or rescheduled within **48 hours** of the original appointment date. Book appointments in advance of the expiration date of your badge and schedule all related icons to coincide with badge appointment.

REQUESTS FOR SPECIAL ACCESS

Companies requiring Special Access must submit requests on official letterhead or a LAWA Memorandum, signed by a high-ranking local authority.

Refer to the SBO website: <https://www.lawa.org/en/lawa-security-badge-office/authorized-signers/special-access-request> for requirements for Special Access Requests. All requests should be emailed to: SAUnit@lawa.org.

BADGE ACCOUNTABILITY AUDIT

In accordance with Transportation Security Administration (TSA) regulations, companies enrolled in the LAX Security Badge Program must maintain an employee security file locally for all employees to whom LAX Security Badges are issued and for designated Authorized Signers.

Companies must keep employee security files for each employee for at least 180 days after the employee ceases to have unescorted access privileges.

Security Badge Office Staff will perform periodic audits of the employee security files to ensure compliance. The following documentation should be accessible to Security Badge Office Staff upon request:

- Evidence of Fingerprint Clearance (obtained from LAWA Website)
- Records of required Airport Security (49CFR Part 1542) Training Note: Class roster with applicant's signature required, date of training and trainer's name must be included
- If applicable, records of required Restricted Area Driver Training
- Current payroll roster – This will be requested at the time of audit. Note: you are not required to keep a current payroll roster in the employee security file.

If you have any questions, please contact a member of the Regulatory Audit & Coordination Unit at (424) 646-5500.

REMINDER:

The Security Credentials Office website (<http://www.sbo.lawa.org>) 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.

SBO Open Every Friday

As part of our ongoing commitment to provide **LAxceptional Customer Service**, the Security Badge Office will be open every Friday. Our hours of operation will be Monday through Friday, 7am to 6pm. The Badge Office is closed on all major Federal and State Holidays.

LAX Security Credentials Section

7333 World Way West, 1st floor
Los Angeles, CA 90045

SBO Website: sbo.lawa.org

Hours of Operation

Monday—Friday...7:00 a.m.—6:00 p.m.

CLOSED Saturday & Sunday

Badge & Fingerprint Appointments

Monday - Friday

To schedule a Fingerprint/Badge appointment, visit the SBO website

Certified Trainer Class

Wednesdays at 8:00 a.m.

For reservations, contact your Security Badge Office Coordinator

New Authorized Signer Class

Wednesdays at 10:00 a.m.

For reservations, contact your Security Badge Office Coordinator

Authorized Signer Refresher Course

Tuesdays at 11:00 am, and on the last Tuesday of each month at 10:30 a.m.

To schedule a reservation,

Email: sbotraining@lawa.org

Restricted Area Driver (RAD) Test

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

Wednesdays at 2:00 p.m.

To schedule a driver's test appointment, visit the SBO website

To Contact the Badge Office

Telephone: (424) 646-5500

Email: BadgeOfficeBulletin@lawa.org