Security Credentials Section
(Badge Office)

This special Badge Office Bulletin/Newsletter contains critical/Time Sensitive information regarding the following:

1. **BADGE OFFICE CLOSURES FOR SYSTEM UPGRADES**

2. **TERMINAL ID (STERILE AREA) RE-BADGE COMPLETION – NEW MUSTARD YELLOW BADGES**

3. **LAWA CREDENTIALING SYSTEM IMPROVEMENTS/ENHANCEMENTS FOCUSING ON:**

    a. FINGERPRINT APPLICATION **(ATTACHMENT 1)**

    b. ICON REQUEST FORM **(ATTACHMENT 2)**

    c. USCBP SEAL APPLICATION PROCESS FLOW **(ATTACHMENT 3)**

    d. EMAIL NOTIFICATION TO CBP SEAL APPLICANTS TO CONTACT COMPANY SEAL COORDINATOR **(ATTACHMENT 4)**

    e. APPLICANT PERSONAL EMAIL ADVISORY BULLETIN **(ATTACHMENT 5)**

4. **AUTHORIZED SIGNER VIDEO TRAINING – BADGE ICONS – WEB ADDRESS TO TRAINING: SECURITY CREDENTIALS VIDEOS**

5. **CRITICAL DATES FOR COMPLETION OF TRAINING FOR BADGE ICONS**

6. **ALIEN REGISTRATION NUMBER - BEST PRACTICE SUBMISSION ON FINGPERPRINT & BADGE APPLICATION.**

7. **ALIAS (AKA) NAMES – MANDATORY SUBMISSION ON FINGERPRINT & BADGE APPLICATION.**

FRANCES E. BELLOT, GENERAL MANAGER
SECURITY CREDENTIALS SECTION
FBELLOT@LAWA.ORG

Security Credentials Section
SPECIAL BULLETIN ANNOUNCEMENT

*** SECURITY BADGE OFFICE CLOSURES ***

Please be informed that the **Security Badge Office** will be **CLOSED** for **CREDENTIALING SYSTEM UPGRADES, IMPACTING OUR ENTIRE OPERATIONS** on the following days and times:

- ➢ **CLOSED ALL DAY** – **THURSDAY, JULY 11, 2024**
- ➢ **CLOSED ALL DAY** – **FRIDAY, JULY 12, 2024**

The **Badge Office** will **re-open** to the public on **Monday July 15, 2024, at 7:30am**. **No walk-ins will be accepted before 1:30pm.**

We appreciate your understanding in this matter.

Please contact your badge/company coordinator at the Badge Office with questions regarding this information.

Professionally,

Frances E. Bellot
General Manager
Security Credentials Section
fbellot@lawa.org

Security Credentials Section

*** CRITICAL ANNOUNCEMENT - STERILE AREAS ONLY ***
*** TERMINAL ID RE-BADGING (PINK BADGES) IS COMPLETED ***

The Terminal ID Re-Badge Process is complete. **Effective Monday 7/1/24**, the **only Terminal ID Badges** that are valid and will be accepted for use in the Sterile Areas of the Airport is the **New Mustard Yellow badge**, as indicated below.
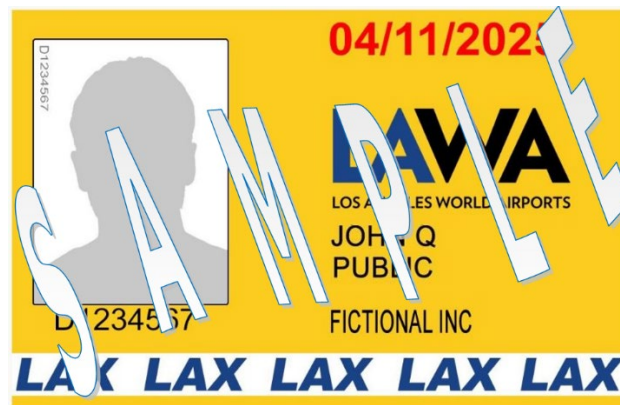
All **Pink Terminal ID/badges** have been **invalidated** by the **Security Badge Office (SBO)** and must be returned to **SBO** immediately. **Airport Police** will be confiscating all **Pink Badges** in applicants' possession. Applicants with **expired/invalidated Pink Badges** will be required to restart the badging process. Online appointments will be available for fingerprinting those applicants, only after their pink badges are returned.

Please email your Badge Office coordinator via email at **sboconcessions@lawa.org,** with questions regarding this email.

Security Credentials Section
URGENT BULLETIN RELEASE
CREDENTIALING SYSTEM IMPROVEMENTS

Effective **Monday 7/15/24**, the Security Credential Section (Badge Office) will be releasing an update to its current badging Credentialing System (CS). This update will include upgrades to the following applications, which will affect some selections that you make during the fingerprint application process. The interfaces/links to access those applications will be located in the Authorized Signer Portal in the Badge Office website.

A. Fingerprint Application (Attachment 1)

➤ The new version of our Fingerprint Application, **dated 5/2024**, will be required **effective 7/15/24**. The current fingerprint application will **not be accepted** **after 7/15/24**. The new Fingerprint Application, which will apply to both SIDA and Terminal Badges.

B. Computer-Based Training Courses

➤ **Interface to access and request Computer-Based Training courses**
   a. **Training courses based on operational need:**
      ▪ Restricted Area Driver (RAD)
      ▪ Air Traffic Control (ATC)
      ▪ Area Surface Movement (ASM)
      ▪ AOA Familiarization
      ▪ Aircraft Refueling
      ▪ Escort (E)

   b. **Mandatory Training for Badged Employees (will be automatically assigned by computer).**
      ▪ Authorized Signer Training (Authorized Signers Only approved by the Badge Coordinator)
      ▪ Airport Security Training (SIDA Badges)
      ▪ Airport Security Refresher Training (SIDA Badges)
      ▪ Sterile Area Training (Terminal ID/Sterile Area Badges)
      ▪ Human Trafficking (All Badged Employees)
      ▪ Emergency Management Training (All Badged Employees)

C. Icon Request Form (Attachment 2)

D. USCBP (Customs) Seal Application Process Flow

> **USCBP SEAL Application Process Flow (Attachment 3)**

> **Email notification** to seal applicants requesting that they contact their company CPB Seal Coordinator. **(Attachment 4)**

E. Applicant Personal Email Address Advisory Bulletin (Attachment 5)

> All fingerprint/badge applicants must have a **working personal email address** on file at the Security Badge Office **before 7/6/24.**

Please ensure that your badged employees have personal email addresses, as they will no longer be able to use your company's email address for badging purposes, including scheduling online appointments (see attachment for additional information).

F. VIDEO Training for Badge Icons (AUTHORIZED SIGNERS).
   Please review training at the following link: SECURITY CREDENTIALS VIDEOS

> **Icon Trainings** (**RAD, ASM, ATC, AOA Familiarization, Escort**)
   a. All **current training** must be **completed by 7/7/24**, in order to ensure that all training records are imported into our new training platform.
   b. All **new training** will be **suspended to after 7/15/24**.
   c. All **training in progress** that is **not completed by 7/7/24** will have to be **re-done after 7/15/24**.

> **Alien Registration Number (ARN) & Alias (AKA) Names**

   a. **Alien Registration Numbers** are highly recommended by the **TSA** for foreign-born applicants, even though they are currently US citizens, in order to reduce processing time for the mandatory **Security Threat Assessment (STA)**. One of the improvements in our credentialing System is the ability to input the **ARN** for foreign-born applicants for uploading to the TSA.

   b. **Alias (AKA) Names** are mandatory for submission to the **TSA for STA processing.** Applicants must include any **Alias Names, not nicknames,** that they have used in any official capacity in the past.

FRANCES E. BELLOT, GENERAL MANAGER

SECURITY CREDENTIALS SECTION

FBELLOT@LAWA.ORG

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Attachment 1

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.

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 x	SOCIAL SECURITY NUMBER - -

SIGNATORY AUTHORITY INFORMATION – *THIS SECTION MUST BE COMPLETED BY COMPANY*

BADGE TYPE	SIDA ICON TRAINING		USCBP EBADGE REQUEST (SIDA BADGES ONLY)
☐ SIDA ☐ Sterile	☐ Remote Access Area (AOA FAM) ☐ Aircraft Surface Movement (ASM) ☐ Aircraft Refueling	☐ Restricted Area Driver (RAD) ☐ Air Traffic Control (ATC) ☐ APD – VAAU Escort (E)	☐ Red – Zone 1 ☐ Black – Zone 2

COMPLETED AND VERIFIED.

COMPANY NAME	DIVISION NAME	ORGANIZATION CODE
SIGNATORY AUTHORITY (PRINT NAME)	CONTACT NUMBER ( ) -	SIGNATORY AUTHORITY ID #
AUTHORIZED SIGNATURE (WET SIGNATURE) x	AUTHORIZED DATE (MM/DD/YYYY) / /	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
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 5/2024

SIGNATORY AUTHORITY INFORMATION – *THIS SECTION MUST BE COMPLETED BY COMPANY*

BADGE TYPE	SIDA ICON TRAINING		USCBP EBADGE REQUEST (SIDA BADGES ONLY)
☐ SIDA ☐ Sterile	☐ Remote Access Area (AOA FAM) ☐ Aircraft Surface Movement (ASM) ☐ Aircraft Refueling	☐ Restricted Area Driver (RAD) ☐ Air Traffic Control (ATC) ☐ APD – VAAU Escort (E)	☐ Red – Zone 1 ☐ Black – Zone 2

Attachment 2

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.

Last Name*
Enter your last name

First Name*
Enter your first name

Middle Name
Enter your middle name

Suffix
Select

Gender*
Select

Date Of Birth*
mm/dd/yyyy

SSN (last four digits)*
Enter last four digits of SSN

Phone Number*
Enter your phone number

Email*
Enter your email address

Company Code*
Enter your 6 digits company code

Badge Number*
A

Badge Appointment Type*
Select

Icons*

- [ ] Air Traffic Control (ATC)
- [ ] APD - VAAU Escort (E)
- [ ] Remote Access Area (AOA RAM)

- [ ] Aircraft Refueling
- [ ] Black - Zone 2
- [ ] Restricted Area Driver (RAD)

- [ ] Aircraft Surface Movement
- [ ] Red - Zone 1
- [ ] SIDA Refresher

Justification
Enter justification

Submit   Reset

Security Credentials Section
SPECIAL ANNOUNCEMENT BULLETIN

*** USCBP SEAL APPLICATION PROCESS FLOW ***

1. On the **New Fingerprint Application**, **Authorized Signer Section**, Authorized Signer selects: **USCBP eBadge**.

2. Applicant attends fingerprint appointment to submit fingerprints.

3. The **LAWA Credentialing System (CS)** will transmit an email to CBP Seal applicant, 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 **CBP Seal only** if the request has been **approved by CBP**.

6. Applicant makes an appointment for Badging, using online system.

7. 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.

Professionally,

Frances E. Bellot, General Manager
Security Credentials Section
fbellot@lawa.org

LAWA
LOS ANGELES WORLD AIRPORTS

▪▪▪

THIS COMMUNICATION IS BEING SENT FROM THE LOS ANGELES WORLD AIRPORTS CREDENTIALING SYSTEM

▪▪▪

<<DATE>>

<<APPLICANT_FIRST_NAME>> <<APPLICANT_LAST_NAME>>
<<EMPLOYEE_ID_NUMBER>>
<<COMPANY_NAME>> - <<DIVISION_NAME>>

Good day Applicant.

Your recently submitted fingerprint application indicated that you wish to submit an application to receive a U.S. Customs and Border Protection (CBP) security seal.

Please contact your company's CBP security seal coordinator to complete the USCBP security seal, Form 3078, application and submit the documents required by CBP within two days of your fingerprint submission. Questions regarding your CBP security seal application should be directed to your company's CBP security seal coordinator.

Professionally,
Security Credentials Section Management

Security Credentials Section
<mark>(ATTACHMENT 5)</mark>
Valid and Current Email Addresses are Urgently Needed for all Applicants at the Security Badge Office

The **LAX Security Credentials Section (Badge Office)** appreciates your patience as we continue to work diligently to make enhancements to our current **Credentialing System (CS)**. These system enhancements will ensure that the badging processes work optimally to provide the best customer service to our badge applicants.

In preparation for the system enhancements, the Badge Office must have on file valid and current personal email addresses for all fingerprint and badge applicants. This will ensure that each applicant is able to receive and access the computer-based training (CBT) courses (mandatory or discretionary). Mandatory CBT training must be completed before a badge can be issued.

Multiple training accounts cannot be established with a single email address. In order for applicants to initiate and participate in the online badge training process, each applicant is required to have a unique email address. Applicants will no longer be able to use shared company email addresses for badging purposes. For example, Authorized Signers will no longer be able to use their individual email addresses to process multiple applicants or schedule multiple badge/fingerprint appointments for applicants.

We are therefore requesting that all Authorized Signers do the following before July 6, 2024:

➢ Request that each employee/applicant who does not have an email account, attain a unique email account. The email could be company or web-based, e.g., Gmail, msn, yahoo, outlook, etc.

➢ Ensure that all **new applicants** include a **CURRENT and VALID** email address on their Fingerprint and Badge Applications.

➢ Complete a Badge Office **UPDATE FORM** to include the **CURRENT and VALID** email addresses for all your badged employees. Please type the information as handwritten email addresses may result in error.

➢ You may also **create your own Email Address Excel Spreadsheet** to facilitate multiple email submissions. Ensure that you include the following for each employee:
Name: (First & Last), Last 4 Digits of SS#, Badge #, Email Address).

➢ **Email the completed UPDATE FORM** or your **Email Address Excel Spreadsheet with the new/updated addresses for all your employees to:** sboenrollments@lawa.org
   ▪ **Use this subject line in your email response: "Applicant Email Contact Information"**

Frances E. Bellot, General Manager
Security Credentials Section
7.1.24

Security Credentials Section (Badge Office)

The Management and Staff appreciate your patience and understanding as we navigate through these changes in our badging operation. It is our goal to continue to provide LAWA Gold Standard Airports Delivered … Custom Service to all our stakeholders.

We value your partnership in prioritizing and promoting airport security through the effective and efficient management of security badges.

Please contact your Badge Office Company Coordinator with questions regarding this bulletin and other badging issues.

We will continue to keep you updated and informed with all issues that affect the badging process. It is our commitment to ensure that there are appointments available to meet the demands for our daily badging services. When necessary, based on operational need/demand, we will open on specific Saturdays. We will inform you of our planned Saturday operations via email bulletins.

Feel free to inform badge office supervisors and managers of our customer service performance, whenever we exceed, or fall short of your expectations.

Let us continue to work collaboratively in all badging endeavors because "EVERY BADGE COUNTS."

Professionally,

FRANCES E. BELLOT, GENERAL MANAGER
SECURITY CREDENTIALS SECTION
FBELLOT@LAWA.ORG