



FINAL NOTICE

Authorized Signers

The deadline for the 2019 Self-Audit ended Friday, October 25, 2019.

Thank you to all that have submitted your division's audit information. We are reviewing your audit submissions and should clarification be required, we will contact you.

For companies that have not submitted the audit information, the company status has been changed to **PENDING**. The **PENDING** status means:

- Organizational badging privileges have been suspended.
- No transactions will be processed at the Security Badge Office even for scheduled appointments
- Authorized Signer system access permissions have been suspended.
- As of **6:00 PM, Friday, December 27, 2019**, active badges will be placed in an inactive status, and may be confiscated by authorized personnel.

For companies that have not submitted the audit information, before **6:00 PM, Monday, December 30, 2019**, your organization's status will change to **INACTIVE**. The **INACTIVE** status means:

- Active badges will be made INVALID, and must be returned to the Badge Office.
- Authorized Signer must complete a new Authorized Signer class to be reinstated
- No transactions will be processed at the Security Badge Office even for scheduled appointments
- No new / replacement badges will be authorized until the audit is complete, all INVALID badges have been returned, and the authorized signer has complete the new training course.

Please share this information with all authorized signers of your organization and encourage each other to check for communications that may have been placed in your junk mail folder. If any communications are found in a junk mail folder, please ensure that the BadgeOfficeBulletin@lawa.org email address is identified as a trusted sender.

If you have any questions, please call the Regulatory Audit & Compliance Unit (RACU) at 424-646-8138 or email at racu1@lawa.org.

Thank you for working with the Security Credentials Section to achieve a safe and secure Airport for all.