

HANGAR TENANT

AUTHORIZED SIGNATORY TRAINING

Paine Field Airport 05/2024



OVERVIEW

- What is an Authorized Signatory?
 - What is required to become an Authorized Signatory?
- What Responsibilities does the Authorized Signatory Have?
- Badging Costs
- Why is the Program Required?
- Things to Remember



WHAT IS AN AUTHORIZED SIGNATORY?

To become an Authorized Signatory, an individual must:

- Be a Current Hangar Tenant **OR** Hold a Supervisory Position at an Airport Business
- Complete an Authorized Signatory Form
- Complete and Pass a DHS Security Threat Assessment (STA)
- Successfully Complete the Authorized Signatory Training Course on a Biennial Basis
- The Authorized Signatory (AS) is a position mandated by the Transportation Security Administration (TSA), in which designated individuals will be authorized to sign/approve security access badges for their employees or tenants.

County Hangar Tenants and Private Hangar Owners are only permitted to be an authorized signatory for themselves.

AUTHORIZED SIGNATORY RESPONSIBILITIES

As an Authorized Signatory you are responsible for:

1. Ensuring your badge application is **complete, clear & legible**. Ensuring appointments with the credentialing office are scheduled and met. Cancelling appointments or no-shows delay the badging process for everyone.
2. Verifying documents and signing the badge application prior to your appointment with the credentialing office.
3. Ensuring you have correct forms of personal ID that meet the regulatory standards established by the TSA; and that you provide those same two forms of ID to the credentialing office during the initial badging appointment. No photocopies accepted. (View <https://www.uscis.gov/i-9> to review required I-9 documents)
4. Renewing your AOA badge annually. It is recommended to put a note on your calendar as the credentialing office will not send out reminders.

AUTHORIZED SIGNATORY RESPONSIBILITIES

CONTINUED

5. Ensuring your badge is returned to the credentialing office when access is no longer required, or your hangar lease is terminated.
6. Immediately notifying the credentialing office if your security badge is lost or stolen.
7. Completing computer-based training as required by badge access level.



CORRECT BADGE APPLICATION

Always Write Neat & Legible!



PAE Security Badge Application

Credentialing Office Use Only

Trusted Agent Initials _____
Badge # _____
Pin # _____
Date ____/____/____
AS

Step #1: Applicant's Information - To Be Completed by Applicant

Legal Name: _____
Last First Middle

Do you have any previous legal names or aliases? No Yes - If Yes, please list below:

#1: _____
Last First Middle

#2: _____
Last First Middle

Company: _____
Job Title: _____
Contact # (____) _____
Email: _____

Residence Mailing Address: _____
Street City State Zip

Gender: Male Female Other

Height: _____
Feet Inches

Weight: _____
Lbs

Ethnicity:

- Asian
Includes Chinese, Japanese, Korean, Indian, Polynesian, Filipino, Indonesian, Samoan, Asian Indian
- Black
Includes persons having origins in any of the black racial groups of Africa
- Native American
Includes American Indian, Eskimo, or Alaskan Native
- Caucasian
Includes Mexican, Puerto Rican, Cuban, Central or South American

Eye Color:

- Black
- Blue
- Brown
- Gray
- Green
- Hazel

Hair Color:

- Bald
- Sandy
- Blonde/ Strawberry
- Red/Auburn
- Brown
- Black
- Gray/ Partially Gray
- White

Applicant must present these documents in addition to those from Form I-9

ALL Applicants

*Required

* Date of Birth _____

* Place of Birth (Country or State if in U.S.) _____

* Country of Citizenship _____

** Social Security # _____
(See disclosure on reverse page)

Revised 5/2024

Non-US Citizens

Alien Registration # _____
or
I-94 Arrival/Departure Form # _____

*Non-Immigrant Visa # _____
(*If Issued, must provide #)

US Citizen Born Abroad or Naturalized US Citizen

US Passport # _____
or
Certificate of Naturalization # _____
Certification of Birth Abroad _____
(FS-545/FS-240)



Do Not Write in this Section



Must be Complete for All Applicants
*Place Hangar/Tiedown Number under "Company"



Only Completed for Those who Fall Under the Specified Form of Citizenship

I-9 DOCUMENTS

Step #3: To Be Completed by Authorized Signatory (AS)

Badge Type/Access

SIDA
 Sterile
 AOA
 Contractor _____
 Replacement

AS Initials Required

FAA Driver Endorsement: _____
Escort Endorsement: _____
Driver's Lic#: _____
State: _____ **Exp Date:** ____/____/____

LEO Endorsement: _____

LEO Approval: _____



This section will already be completed for GA hangar and tie-down tenants.

Applicant must present a document from list A or both B & C. All documents must be original and unexpired.

LIST A

Documents that Establish Both Identity and Employment Eligibility

U.S. Passport or U.S. Passport Card
 Permanent Resident Card or Alien Registration Receipt Card (Form I-551)
 Foreign passport that contains a temporary I-551 stamp or temporary I-551 printed notation on a machine-readable immigrant visa
 Employment Authorization Document that contains a photograph (Form I-766)
 In the case of a non immigrant alien authorized to work for a specific employer incident to status, a foreign passport with Form I-94 or Form I-94A bearing the same name as the passport and containing an endorsement of the alien's non immigrant status, as long as the period of endorsement has not yet expired and the proposed employment is not in conflict with any restrictions or limitations identified on the form
 Passport from the Federated States of Micronesia (FSM) or the Republic of the Marshall Islands (RMI) with Form I-94 or Form I-94A indicating non immigrant admission under the Compact of Free Association Between the United States and the FSM or RMI

OR

LIST B

Documents that Establish Identity

Driver's license or ID card issued by a State or outlying possession of the United States provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address
 ID card issued by Federal, State, or local government agency or entity provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address School ID card with a photograph
 School ID card with a photograph
 Voter's registration card
 U.S. Military card or draft record
 Military dependent's ID card
 U.S. Coast Guard Merchant Mariner Card
 Native American tribal document
 Driver's license issued by a Canadian government authority
For persons under age 18 who are unable to present a document listed above:
 School record or report card
 Clinic, doctor, or hospital record
 Day-care or nursery school record

AND

LIST C

Documents that Establish Employment Authorization

Social Security Account Number card other than one that specifies on the face that the issuance of the card does not authorize employment in the United States
 Certification of Birth Abroad Issued by the Department of State (Form FS-545)
 Certification of Report of Birth issued by the Department of State (Form DS-1350)
 Original or certified copy of birth certificate issued by a State, county, municipal authority, or territory of the United States bearing an official seal
 Native American tribal document
 U.S. Citizen ID Card (Form I-197)
 Identification Card for Use of Resident Citizen in the United States (Form I-179)
 Employment authorization document issued by the Department of Homeland Security



I-9 Documents Must Be Verified by the Authorized Signatory AND brought to Initial Badging Appt.

Document # from List A:

 Exp. Date (if applicable) _____

Document # from List B:

 Exp. Date (if applicable) _____

Document # from List C:

 Exp. Date (if applicable) _____



Write Applicable Doc. #'s and Exp.

Docs verified by Badging Office _____

COST

- AOA Badges Cost \$25 Upon Initial Issue.
- Badges will be Renewed Every Year at a Cost of \$20 Per Badge.
- If a Badge is Damaged the Reprint Fee is \$20 Per Badge.

Lost and Stolen Fees:

Immediately report a lost or stolen badge to the Airport Operations at (425) 388-5125.

Lost and Stolen fees are calculated over a 2-year time period, starting with the date of first lost or stolen badge.

First Replacement	\$100.00
Second Replacement	\$150.00
Third Replacement	\$200.00
Fourth Replacement	Not Allowed – Privileges Revoked



RENEWALS

- As the Authorized Signatory, it is your responsibility to ensure your badge is renewed in a timely manner.
- You will need to bring the following to your renewal appointment
 - Completed AOA application
 - Certification showing you completed the required online training course
 - I-9 documents (example: passport)
 - \$20 for a badge renewal fee (we accept credit or debit)
- Here is the link to complete the required training online, <https://pae.iets.com/account/login> Make sure you are using Google Chrome or Firefox; the video will not load if you are using Internet Explorer or Safari.
- Here is the link to schedule your renewal appointment online, <https://10to8.com/book/xdgeyuibwkhlyrhwgr/>

WHY ARE AUTHORIZED SIGNATORIES REQUIRED?

TSA requires individuals to accept the responsibility for authorizing security identification applications.

- Authorized Signatories attest that the badge applicant has an operational need to access the airport.
- They ensure that the badge applicant has correctly completed their badge application and has the required documents to verify their identify.
- They authorize any and all fees for security badges/background checks, audit badges, ensure badges are returned.

Long and Short – The Airport Credentialing Office is comprised of only a few personnel and relies on Authorized Signatories to help keep positive control/observation of thousands of badges. An Authorized Signatory acts as an extension of the Airport Credentialing Office to ensure proper badging of personnel under their control; oversees the removal of badges in the event access is no longer required or granted to certain individuals; maintains positive control of all badges, and audits of those badges, as well as proper application submittal; and training. **Hangar tenants must complete AS training every 24 months.**

THINGS TO REMEMBER

- The Authorized Signatory has a duty to protect Sensitive Security Information (SSI) and Personally Identifiable Information (PII). Use the proper tools (encrypting documents before emailing, using an SSI cover page, etc.) to ensure SSI and PII are protected.
- “30 Day Rule” - Pick up your badge within 30 days of completing the application process or you may need to restart the badging process.
- Understand that the Insider Threat is the biggest threat to commercial aviation, stay vigilant!
- Authorized Signatories are required to notify the Credentialing office of:
 - A change in the status of your hangar lease or a lost or stolen badge.
 - **Failure to immediately notify the Airport Credentialing Office of these circumstances can result in a loss of signatory authority.**
 - **Questions? Please call...Airport Credentialing Office (425) 388-5125 or Airport Operations after hours.**