



Authorized Signatory Training

Definitions

- AOA - a portion of an airport in which security measures specified in 49 CFR Part 1500 are carried out. This area includes aircraft movement areas, aircraft parking areas, loading ramps, and safety areas for use by aircraft regulated under 49 CFR Parts 1544
- Authorized Signatory - An individual or designated representative who is authorized to sponsor individuals and request airport identification media on behalf of their agency.
- Secured area – means a portion of an airport in which certain security measures specified in 49 CFR Part 1542 Chapter XII are carried out. This area is where aircraft operators enplane and deplane passengers and sort and load baggage.
- Security Identification Display Area – SIDA means a portion of an airport in which security measures specified in 49 CFR Part 1542 are carried out. This area includes the secured area and may include other areas of the airport.

General Requirements

- Develop a plan to ensure Airport ID badges are cancelled & returned to Airport Security immediately when an individual no longer requires or needs airport an Airport ID badge.
- Up to three (3) Authorized Signatories are allowed per company/tenant.
- An Authorized Signer must keep the Airport Security Coordinator updated with their current contact information, including name, company name (if applicable), mailing address, email address, and phone number.
- Maintain an “active” Airport ID badge at all times.
- Please notify the Airport Security Coordinator if you are no longer an Authorized Signer. At that time, a new Authorized Signer must be appointed and must complete Authorized Signatory training.

SENSITIVE SECURITY INFORMATION (SSI)

- Sensitive Security Information (SSI) is information that, if publicly released, would be detrimental to transportation security, as defined by Federal regulation 49 C.F.R. part 1520 (http://www.tsa.gov/sites/default/files/ssi_best_practices_guide_for_non-dhs_employees.pdf).
- Although SSI is not classified information, there are specific procedures for recognizing, marking, protecting, safely sharing, and destroying SSI. As persons receiving SSI in order to carry out responsibilities related to transportation security, you are considered “covered persons” under the SSI regulation and have special obligations to protect this information from unauthorized disclosure.
- **SSI REQUIREMENTS**
The SSI regulation mandates specific and general requirements for handling and protecting SSI.
 - **You Must – Lock Up All SSI:** Store SSI in a secure container such as a locked file cabinet or drawer (as defined by Federal regulation 49 C.F.R. part 1520.9 (a)(1).
 - **You Must – When No Longer Needed, Destroy SSI:** Destruction of SSI must be complete to preclude recognition or reconstruction of the information (as defined by Federal regulation 49 C.F.R. part 1520.19).
 - **You Must – Mark SSI:** The regulation requires that even when only a small portion of a paper document contains SSI, every page of the document must be marked with the SSI header and footer. (As defined by Federal regulation 49 C.F.R. part 1520.13). Alteration of the footer is not authorized.

Annual Training Requirement

- The Transportation Security Administration (TSA) requires annual training for all Authorized Signers. Any individual who has not completed the Annual Authorized Signatory Training within the previous 12 months will not be permitted to sign Airport badge applications or add individuals to their Sponsor List.
- Training records will be kept on file for each Authorized Signer for 12 calendar months.

General Badge Information

- Airport Badge Types
 - AOA Badge – All individuals who require regular and routine access to the Airport Operations Area (AOA), which includes all areas of the airport inside the perimeter fencing except the “SIDA”, must obtain an AOA Badge.
 - SIDA/Secured Area Badge – The SIDA/Secured Area Badge is required for all individuals who have an operational need to access the secured areas surrounding the commercial passenger terminal. This badge is primarily issued to airline personnel, TSA personnel and Airport staff.
 - Sterile Area Badge – The Sterile Area Badge is required for all individuals who have an operational need to access only the Sterile Area within the passenger terminal. This badge is primarily issued to vendors who operate in the sterile area.
 - Public Area Badge – The Public Area Badge is required for all individuals who require regular and routine access to the Public Areas of the terminal building. This badge is primarily issued to tenants and vendors who operate in the public area, including restaurant and rental car personnel.
- All individuals obtaining a SAF issued ID badge must be 18 years of age or older at time of application.

PRIOR TO BEGINNING AN APPLICATION

- As an authorized signatory, you should inform all of applicants to review the SAF Airport Security Rules and Regulations document as well as the SAF Airside Movement Pamphlet.
- These documents are available on the City of Santa Fe Airport's website, as well as available at the SAF Administrative Office for review at any time.

Step 1: Applicant completes application

- Applications are available on the City of Santa Fe, Santa Fe Regional Airport Website:

https://www.santafenm.gov/airport_id_badging

Applications should be filled out electronically and printed or legibly written. Any illegible applications will be returned.

Step 2: Authorized Signatory reviews and signs application

- As an authorized signatory, you are responsible for reviewing the applicant's application and certifying that:
 - The applicant had reviewed and acknowledges SAF Airport Security Rules and Regulations.
 - The individual has a specific need for the requested type of identification badge providing unescorted access authority for the specified area.
 - You have ensured that the named applicant **acknowledges** their security responsibilities under 49 CFR 1540.105 (a).
 - You accept responsibility for retrieving the badge at the time of project completion, applicant's termination, or when applicant no longer requires regular and routine access to the airport. Failure to notify SAF and return access media will result in a \$100 civil penalty.
 - You will suspend the applicants badge at termination or should he/she disclose any conviction of any disqualifying criminal offenses (as applicable) or if the applicant no longer meets the requirements for eligibility.
 - You will return the badge promptly to the Airport Administrative Office within 24 hours (or on the next business day) of suspension notification.
 - Violation Notice will be issued, loss of Authorized Signatory privileges & possible civil penalties can be assessed to Authorized Signatory by the Transportation Security Administration and badge suspension.

NEVER sign a blank Application Form!!

Step 2: Authorized Signatory reviews and signs application continued

- As an authorized signatory, you will determine the access needs of the applicant.
 - This is contained within section 7 of the ID Badge Application. If you have any questions on this, please contact SAF.

Identifying Access Needs

Identifying Badge Privileges

Company/Sponsor/Organization		<input type="checkbox"/> SIDA/secured area	<input type="checkbox"/> Sterile Area
Access: (Check all that are applicable)			
<input type="checkbox"/> All AOA Gates	<input type="checkbox"/> AOA Gate 0 (Maintenance Road)		
<input type="checkbox"/> AOA Gate 1 (near AeroServices/State Aviation)	<input type="checkbox"/> AOA Gate 9 (Sierra Aviation)		
<input type="checkbox"/> AOA Gate 10 (Cielo Azul)	<input type="checkbox"/> AOA Gate 12 (Cielo Azul/Thornburg)		
<input type="checkbox"/> AOA Gate 13 (WG Investments)	<input type="checkbox"/> Security		
<input type="checkbox"/> Envoy (Gate, Ops, Baggage Claim, Baggage Belts)	<input type="checkbox"/> Envoy Ops Door Only		
<input type="checkbox"/> UGE (Gate, Ops, Baggage Claim, Baggage Belts)	<input type="checkbox"/> TSA (Baggage Makeup, LEO, Checkpoint Rollup)		
<input type="checkbox"/> Airline/TSA IDF Server Room	<input type="checkbox"/> SAF ATCT		
Badge Privileges: (Check if appropriate)			
<input type="checkbox"/> Escort	<input type="checkbox"/> Movement Area	<input type="checkbox"/> Emergency Access Authorized (Requires access during an emergency incident)	
Applicant is: (Check One)			

Step 3: Applicant submits application

- Badge Appointment Scheduling
 - New:
 - AOA or Public Area Badge applicants can submit a complete application Monday-Friday between 9 AM – 11:30 AM or 1:30 PM – 4 PM, **appointments are required**
 - SIDA/Secured Area and Sterile Area Badge applications **must schedule an appointment** for fingerprinting prior to turning in complete applications by calling (505) 955-2900.
 - Renewal:
 - AOA, Public Area, SIDA/Secured Area, and Sterile Area Badge renewal applicants can submit a complete application Monday-Friday between 9 AM –11:30 AM or 1:30 PM – 4 PM, **appointments are required.**
- Badge fees are due at the time of application submission.
- Application acceptance is only on the indicated days and times.
- Application days and hours are subject to change and any modifications will be posted to the City of Santa Fe Regional Airport's website.
- **Failure to renew badge before expiration date will result in the following suspensions: 3-days for AOA pilots or 5 working days for employees with AOA or SIDA.**

SAF Badge/Permit Fees

Item	Amount
AOA, Public Area Badge (new and renewal)	\$30.00
Secured Area, Sterile Area Badge (new)	\$100.00
Secured Area, Sterile Area Badge (renewal)	\$80.00
Badge Change Fee	\$15.00
AOA Vehicle Permit, AOA Escort Permit	\$15.00 (ea.)
Lost Badge Replacement Fee	\$100.00 – First occurrence within 24 month period \$200.00 – Second and additional occurrences within 24 month period
Lost AOA Vehicle Permit, AOA Escort Permit	\$50.00 – First occurrence within 24 month period \$100.00 – Second and additional occurrences within 24 month period ¹
Stolen Badge Replacement Fee	No Charge (with police report)
Unreturned Badge Penalty Assessed to employer or Authorized Signatory	\$100.00

¹ Possible suspension or revocation of airport-issued access media for second and additional occurrences

Step 4: Security Threat Assessment / Criminal History Records Check

- SAF will conduct a Security Threat Assessment and Criminal History Records Check (if applicable) on the applicant.
- This process may take as little as a few days to a few weeks, depending on the applicant and current TSA / FBI processing times.

Step 5: SIDA Training

- Upon a successful STA/CHRC result, applicant will be contacted by SAF Airport Administration to be scheduled for SIDA training.
- If applicable, the applicant will be required to complete on-line and in-person SIDA training.

Step 6:

- Upon a successful STA result (AOA and Public Area Only), applicant will be contacted by SAF Airport Administration to schedule pick-up of their Airport-issued Identification Media.
- Applicant must pick up their Identification media within 30-days, or will be required to initiate the application process from the beginning.

Badge Recording and Audits

- Authorized Signers must maintain a complete list of all issued media to whom they authorize.
 - List is subject to an audit no less than once every 12 months.
- Annual Audit
 - SAF conducts a 100% physical badge audit annually, typically in December.
 - The Authorized Signer is required to review audit badging rosters when provided by the Airport Security Coordinator.
 - Authorized Signer must physically review each badge listed on the badge roster to ensure that the data on the badge matches the data on the audit sheet.
 - Badging audits must be returned within the timeframe noted on the audit documents.
 - Failure to complete any audit may result in the deactivation of all badges associated with your company, as well as monetary and/or civil penalties issued by the Airport and/or TSA.

Employee/Tenant Separation

- All Authorized Signers for an Airport Security Badge and/or the Badge Sponsors shall return Airport Security Badges that are expired, deactivated, or for which there is no longer any Official Business Purpose within three (3) business days of the date the Airport Security Badge expired or no longer had any Official Business Purpose.
- Failure to return such Airport Security Badges within thirty (30) days for any reason shall result in a \$100 civil penalty, unless otherwise waived by the Airport Management Office in his or her absolute discretion.

Loss of Authorized Signatory Privilege

- Failure for the Authorized Signer to comply with all current requirements, or those provided as updates throughout the year, will result in the loss of privileges as an Authorized Signer on all Airport security related documents.
- No new identification media will be issued until a new Authorized Signer has completed all requirements.

Questions?

Please contact the Airport Security Coordinator with any questions.

SAF Airport Security Coordinator

505-955-2907

airportsecurity@santafenm.gov

Santa Fe Regional Airport Authorized Signatory Acknowledgement

As an Authorized Signatory for _____ (company/tenant/agency) I have reviewed the Authorized Signatory Training rev. 01/06/2021.

I am responsible for reviewing and signing all applications prior to submission for whom I am sponsoring. I understand that no person will be allowed to begin the formal vetting process, be fingerprinted, or attend security training unless I or one other individual identified as an Authorized Signatory for whom I am sponsoring have completely filled out and signed the appropriate section of the Application. By signing the Application, I certify I have reviewed the application and certify that the requested credentials are necessary for the proper performance of the applicant's activities.

INITIAL: _____

I am responsible for immediately notifying the Airport Security Coordinator of any lost or stolen airport issued identification AND in the event of an employee termination or when an individual no longer requires access to the airfield (either voluntary or involuntary), immediately notifying and returning the badge to the Airport Security Coordinator. I understand that failure to notify will result in a civil penalty of \$100 per occurrence.

INITIAL: _____

I will make all reasonable attempts to return badges that are expired, deactivated, or for which there is no longer any Official Business Purpose within three (3) business days of the date the Airport Security Badge expired or no longer had any Official Business Purpose.

INITIAL: _____

I have completed Authorized Signatory Training and understand my role and responsibility as an Authorized Signatory at the Santa Fe Regional Airport.

INITIAL: _____

Name (printed): _____ Company/Agency: _____

E-Mail Address: _____ Phone Number: _____

Signature: _____ Date: _____

-- FOR OFFICE USE ONLY --

Authority Levels: _____ AOA _____ SIDA/secured area _____ Public Area _____ Sterile Area

Approved by: _____