Authorized Signatory Reference Checklist
(For New, Renewal, and CBP Applicants)

1. Meeting with the Applicant
Application Requirements

- Use the **latest version** of the SJC Airport Badge Application Form.
- The application must be **double-sided** (printed on one sheet, front and back).
- Confirm that the applicant **completes the front** of the application in full.
- As the Authorized Signatory, **complete and sign the back** of the application, including the appropriate clearance levels, zone access, and endorsements.
- **Never sign a blank application.** Doing so is a serious security violation and may result in **fines**.

ID Verification

- Verify **two (2) original forms** of valid, government-issued identification.
- Make copies and **initial each copy** to confirm review.
- Acceptable documents are listed on the **TSA List of Acceptable Documents**, available on the **Badging Office webpage**.
- IDs must be **current and unexpired**.

2. Scheduling a New Applicant / Fingerprint Appointment

- Schedule appointments online:
  - 🔗 https://flysjc.acuityscheduling.com/schedule.php?appointmentType=658165
- The applicant must arrive **on time** and be **fully prepared** with:
  - Completed, signed application
  - Two forms of original ID
- Late arrivals (over 15 minutes) or incomplete documentation may result in **rescheduling and fees.**
- Clearance results for the **Criminal History Records Check (CHRC)** and **Security Threat Assessment (STA)** may take up to **two weeks or longer.**

3. After Receiving Clearance Notification
⚠️ **Training Requirement**

- **Training must be completed within 30 days** of the clearance notification date.
- If training is not completed within this timeframe, the applicant must restart the badging process as a **new applicant.**

4. CBP (Customs and Border Protection) Clearance
(Refer to the "CBP SJC eBadge – Authorized Signatory Instructions" for full procedural detail.)
If an applicant or badge holder requires **CBP Zone access (Customs Seal)**, follow the applicable steps below.
A. Initial (New Applicant) Requests
If "CBP Zones" were selected on the badge application:

1. **Submit all required CBP documentation electronically** to:
   - 📧 **sjccbpseals@cbp.dhs.gov**
2. **Include:**
   - **Request Letter** on company letterhead
   - **CBP Seal Application Form**
   - **Copies of valid government-issued IDs**
     *(Social Security Cards are **not accepted** by CBP)*
3. **Wait for CBP approval** before scheduling the badge appointment.
   - Approval may take several business days.
   - If Customs approval is pending, the badge may be issued **without the Customs endorsement**, but CBP access will remain inactive until approval is confirmed.

B. Add or Renewal Requests
For existing badge holders who are **adding** or **renewing** Customs access:

1. **Email the Airport Badging Office** at **airportbadging@sjc.org**
   - Include the employee's **first and last name** and **Customs Zone number (if applicable)**.
   - Wait for the **Badging Office** to confirm receipt of email before CBP submission.
2. **Send the required documentation** to **sjccbpseals@cbp.dhs.gov**, including:
   - **Request Letter** (on company letterhead)

- o **CBP Form**
- o **Copies of valid IDs**
  (Social Security Cards are not accepted)
3. **Processing & Confirmation**
   - o CBP approval typically takes **a few business days**.
   - o **No appointment** is required to add a Customs Seal.
   - o For **renewals**, confirm Customs approval **before scheduling the badge testing appointment.**
     - ▪ If CBP approval is pending, the badge will be issued **without Customs access** until approval is finalized.

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5. Badge Testing & Issuance

- Schedule badge testing online:
  - 🔗 https://www.flysanjose.com/business/sjc-badging-office/badge-appointments
- Ensure **training completion within 30 days** of clearance notification.
- Record the following after badge issuance:
  - o **Badge Number**
  - o **Badge Expiration Date**
- The **Badging Office may audit badge records at any time.**

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6. Badge Renewals

- If a badge has been expired for **more than 30 days**, process the individual as a **new applicant.**
- Follow the same steps for ID verification, application completion, and clearance confirmation.
- For badges with **CBP access**, confirm Customs approval before scheduling testing.
  - o If not approved, the badge will be issued **without the Customs endorsement.**

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7. Additional Scenarios & Requests

Adding Escort Icon

- Requires completion of an **Escort Form.**
- If the employee has been at SJC for less than **6 months**, include a **Letter of Justification.**

Adding a New Signatory

- Submit a **Letter of Introduction** on company letterhead requesting the addition of the new signatory.

Translator Authorization

- Provide a **Translator Authorization Form** identifying both the translator and the employee needing assistance.
- Translator must be an **active badge holder in good standing** with the **same badge type or higher.**
- Any misconduct may result in a **security strike and/or fines.**

Dual Badge Holder (Adding Employer)

- The badge holder completes a **new application** under the additional employer.
- No new background check required.
- If badge types differ, schedule a **testing appointment.**

VTA SmartPass

- Transit pass available for airport employees.
- Complete the **VTA SmartPass Form** and schedule pickup.

Lost/Stolen Badge Replacement

- Notify **AOC immediately**, then wait **24 hours** before requesting a replacement.
- Submit:
  - o **Letter of request** (on company letterhead)
  - o **New badge application**
- **Lost Badge Fee:** $150
  Reissuance Fee: $50
  Refund available if badge is returned within 30 days.

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8. Contact Information

SJC Airport Badging Office

📞 (408) 392-1152

✉️ airportbadging@sjc.org

🌐 www.flysanjose.com/business/sjc-badging-office

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