SAN JOSE MINETA INTERNATIONAL AIRPORT

BADGE # _____ (*PLEASE PRINT)*

NAME _____

EMAIL _____

BUSINESS PHONE _____

FOR OFFICE USE ONLY:

R/B DATE _____ BADGE EXP DATE_____

AUTHORIZED SIGNATORY RESPONSIBILITIES

AS AN AUTHORIZED SIGNATORY YOU ARE REQUIRED TO:

1. Authorize issuance of identification media
2. Inquire on the badging status of employees, contractors and vendors
3. Suspend/Reactivate identification media (badges and cyberkeys)
4. Maintain record of sponsored badges and participate in Badge Audits
5. Request replacement of lost/stolen identification media
6. Authorize an employee to translate for an applicant
7. Request escort privileges
8. Authorize issuance of vehicle media (temporary or annual permits)
9. Request additional access for employees, contractors and vendors

AS AN AUTHORIZED SIGNATORY YOU ARE REQUIRED TO:

1. Communicate the following badge requirements to employees:
   a. Application process
   b. Acceptable forms of identification
   c. Lost badge and employee termination policy
   d. Vehicle media requirements
   e. Visitor badge process
   f. Ensure the applicant acknowledges their security responsibilities under 1540.105 (a)
2. Completely fill out the second page of the application, ensuring that requested access is only for areas that the applicant has an operational need to access.
3. Treat all completed badge applications as a confidential document and secure it accordingly.
4. Suspend badges immediately upon termination, notification of lost/stolen badge, notification that an employee has a disqualifying offense or if it has been determined that the employee is not authorized to work in the United States contact Airport Communications at 408-277-5100.
5. **Return suspended/deactivated badges <u>within 24 hours</u>**
6. Accept tenant responsibility and related fees for all badges unaccounted for.
7. Become familiar with applicable Badging Office forms.
8. Verify employment status of employees, contractors and vendors as requested
9. Receive annual authorized signatory training and certification.

I, _____ certify that I have read, understand, and will comply with the
(print name)
responsibilities listed above for being an Airport approved Authorized Signatory.

_____ _____
Signature Date

AUTHORIZED SIGNATORY RESPONSIBILITIES SUPPLEMENTAL

Badging
All fingerprinting and testing/renewal appointments are by appointment only.

Acceptable Documents and Security Threat Assessments
In order to prevent delays, please make sure that all applications are completely filled out and the applicant has the proper identification media (see List of Acceptable Documents). Applicants that provide incomplete applications or do not have the proper identification media will be turned away and will have to schedule a new appointment.

Escort Criteria
An Authorized Signatory may request escort privileges for an employee, contractor or vendor by filling out the Escort Application Form. An Authorized Signatory must choose which employees are eligible to receive escorting authority using the following criteria:

- The applicant must not have any history of security violations at the Airport
- The applicant must demonstrate an operational need to escort.

Restricted Door Access
Each tenant is given access to the airport doors / access points for which they have an operational need. If additional access is needed for an individual or a group, a restricted door access request must be filled out and provided to the Badging Office.

Company Vehicle AOA Access
The Air Operations Area (AOA) Access Permit is the means by which motor vehicles are authorized into the AOA for a period greater than 30 days but not to exceed 1 year. To obtain an annual permit, please provide the following to the Badging Office:

- Completed Vehicle Identification Media Registration form signed by an Authorized Signatory
- A letter-size copy of the company logo as it will appear on the vehicle
- Copy of vehicle registration
- Proof of insurance (ACORD certificate of liability)

All vehicles receiving decals shall be commercially registered to the company for which the vehicle operates and the company's logo must be visibly displayed on both sides of the vehicle at all times. Magnetic decal signs are acceptable.

Vehicles not authorized must be properly escorted. Access without authority is unlawful. An authorized badge holder may obtain a temporary vehicle pass from the Badging Office. The vehicle must have the company logo visibly displayed on the vehicle. If the visitor is coming after hours, please contact the AOC at 277-5100 in order to receive a visitor pass. Visitor passes can be issued for a 24 hour period and up to 1 week, dependent upon need and justification.