A Special Bulletin from the LAX Security Credentials Section

Computer- Based Training Processes & Guidelines for LAX Authorized Signers

ING, KAYLE





Security Credentials Section

New Computer-Based Training Processes and Guidelines for LAX Authorized Signers

Table of Contents

•	Introduction	2
•	Section 1: Computer-Based Training Course Notifications • Computer-Based Training Courses – Email Notification • Applicants Who Received the Email Notification • Applicants Who Did Not Receive the Email Notification	3 3 4 6
•	Section 2: Computer-Based Training for New Fingerprint/Badge Applicants	7
•	Section 3: Training for Current Badge Holders (SIDA and Terminal/Sterile Areas)	8
•	Section 4: Submitting Applications for New Law Enforcement Applicants	10
•	Section 5: Retrieving and Printing Training Completion Certificates	11
•	Section 6: Icons with Special Processes and Training	_14
•	Section 7: LAWA Airport Operations and Emergency Management Badge Icons	_16
•	Section 8: Airport Police Escort Authority Procedure Workflow	
•	Section 9: Authorized Signer Portal Signing into the Authorized Signer Portal Accessing Forms Accessing and Completing the Icon Request Form 	18 18 19 19
•	Section 10: LAX Security Credentials Fingerprint/Exempt Profile Request Form	22
•	Section 11: USCBP Seal/eBadge Application Request Process	23
•	Section 12: Authorized Signers' Computer-Based Training Processes Onboarding a New Authorized Signer for a Newly Enrolled Company Onboarding a New Authorized Signer for an Existing Company	25 25 28
•	Section 13: How to Access Computer-Based Training Results for Employees	_29
•	Section 14: Quick Tips and Best Practices	34

1







Security Credentials Section NEW COMPUTER-BASED TRAINING PROCESSES & GUIDELINES

Effective immediately, the suite of Computer-Based Training Courses for new badge applicants and current badge holders is available. All existing badged and NEW applicants with valid email addresses on file with the Badge Office, should receive an email from LAWA Credentialing System: "Badging, CS" <<u>csbadging@lawa.org</u>>, as illustrated below (Figure 1):

Introduction to Computer-Based Training Courses (Quick Questions & Answers)

- 1. What are the New Computer-Based Training (CBT) Courses?
 - On 7/15/24, the Security Badge Office released updates to its Credentialing System (CS). The upgrades include a suite of Computer-Based Training (CBT) courses, hosted on the American Association of Airport Executive's (AAAE) Interactive Employee Training and Learning Suite platform.
 - The new CBT suite consists of eleven (11) training courses (mandatory and elective) that replaced all, except two (2) of the badge-related training courses for new badged applicants, current badged employees, and Authorized Signers.

2. Who is qualified for the "new" Computer-Based Training (CBT) Courses?

- Every new badge applicant and existing badged employee is required to take the CBT courses.
- 3. How many categories of courses are there?
 - > There are two (2) categories of CBT courses as follows:
 - Mandatory courses All badge applicants are required to complete some mandatory courses, which are assigned based on whether the applicant has a SIDA Badge, Terminal ID, or Authorized Signer status. (Table 1)
 - b. Elective courses / SIDA Icon– These courses are based on operational needs or requirements (Table 2).
- **4.** Do all badge applicants/employees have to take all the **CBT Courses**?
 - > All badge applicants are required to take the **Mandatory** courses.
- 5. How will the badge applicant or current badge holder be assigned their appropriate courses?
 - The system will automatically activate their training account and assign the Mandatory CBT courses to applicants who received an email notification from "Badging, CS" <<u>csbadging@lawa.org</u>> (as discussed below).
- 6. How are the SIDA Icon or elective training courses assigned to applicants?
 - The process for the assignment of SIDA Icon courses is different for new and existing badge applicants. The different processes are explained in subsequent sections.

A. Computer-Based Training Courses – Email Notification

All badge applicants and holders who have a current/active email account on file with the Security Badge Office should receive an email notification from LAWA Credentialing System: "Badging, CS" <<u>csbadging@lawa.org</u>>, as illustrated below (Figure 1):

Figure 1: Badge Applicants Email Notification



B. Applicants Who Received the Email Notification from: "Badging, CS" <<u>csbadging@lawa.org</u>>

Important Note:

- The email address, "Badging, CS" <<u>csbadging@lawa.org</u>> is NO REPLY and is not monitored for questions or responses. Please <u>do not</u> use it to email any training inquiries or badging issues.
- Applicants and Authorized Signers should "whitelist" the <u>csbadging@lawa.org</u> email address by adding it to their list of approved senders, so the messages from this email will reach their inbox directly.

STEP 1:

Click the hyperlink <u>LAX Training Portal</u> to access the **Computer-Based Training Account/Login** page as illustrated with the red arrow below:

Figure 2 – LAX Training Portal Hyperlink

must be completed within 60 calendar days of your badge expiration date. Failure to do so may r short-dated badge.	result in a
To ensure you are able to successfully log in, please use your FIRST and LAST NAME and the EMP IDENTIFICATION NUMBER indicated above. Please select the hyperlink below to access the training	PLOYEE ing portal.
LAX Training Portal	LAX Training Portal Hyperlink
If you have any questions, please speak with your company's credentialing authorized signer.	
Professionally, Security Credentials Section Management	

STEP 2:

The following login page will appear to allow applicants to login to the CBT portal using the login information that appears:

- First Name: Applicant's First Name
- Last Name: Applicant's Last Name
- **CS Employee ID**: Applicant's unique number, issued from the badging Credentialing System (CS).

Figure 3 - Computer-Based Training Login Page



Important Note:

- Applicants should save the CS Employee ID# provided in the email account notification for future login access to the training portal.
- The CS Employee ID# is required for the Login page above. If the applicant has misplaced their CS Employee ID#, or their CS Employee ID# no longer works in the training portal, the applicant/employee should send an email message with the following information to <u>badgetrainingsupport@lawa.org</u>:
 - Name: [First, Last, Middle]
 - Last 4 digits of SS#:
 - Date of Birth:
 - Badge number:
 - Current email address:

The email subject line should read, "Request Retransmitted LAWA CS ID Number".

> Applicant should receive an email response from <u>csbadging@Jawa.org</u>, within 48 hours.

STEP 3:

Once the applicant has logged into the training portal, the following **Training Dashboard** will automatically appear with the courses that the applicant is required to complete (**Mandatory Courses and optional SIDA Icon Courses requested for applicants by their Authorized Signers**).

&I <u>ETLS</u>				LOG OUT
				LAX JOHN DOE 👗
DASHBOARD				
COURSE(S)				3
Security (SIDA) Training Authorized Sign	er Training Restricted Area Driver (RAD) 💝 Training	Air Traffic Control (ATC)	Human Trafficking Prevention at Airports	
Human Trafficking Awareness Emergency Manage (Englise)	ement Series Emergency Management Series h) (Spanish)	Restricted Area Driver (RAD) 🂝 Training - Spanish		
AMERICAN ASSOCIATION OF AIRPORT	EXECUTIVES		(0 m y 0
			Te	rms of Use Privacy Statement

Figure 4: Training Dashboard Illustration

C: Applicants/Employees Who Did Not Receive the Referenced Email

If you or your employees <u>did not</u> receive the email notification as indicated above, please do the following:

- 1. First, check your **spam/junk folder** for the referenced email notification.
- 2. If email is not in spam/junk folder, then do the following:
 - a. Send an email request to: <u>badgetrainingsupport@lawa.org</u> with the following information for each applicant:
 - Name: [First, Last, Middle]
 - Last 4 digits of SS#:
 - Date of Birth
 - Badge number or state New Badge:
 - Current email address:

The email subject line should read, "<u>Create Applicant Computer-Based Training</u> <u>Account</u>".

3. Applicant should receive an email notification from <u>csbadging@lawa.org</u>, within 48 hours.

D: Applicants Who Did Not Receive All the Required Training in Their Training Profile

- A. New Applicants who did not receive all the required training should see their Authorized Signer who will request the required training using:
 - a. The **Icon Request Form** for employees that are currently badged.
 - b. The **Fingerprint / Exempt Profile Request Form (Fingerprint Application)** for new fingerprint and user profiles to be established.

Important Note: The application of these forms will be explained fully in subsequent sections.

Computer-Based Training for New Fingerprint/Badge Applicants

The following steps should be followed for assigning and completing Computer-Based Training courses:

1. Authorized Signer completes the **Authorized Signer Only** section (green section on page 2) on the **Fingerprint / Exempt Profile Request Form (FRF).**

SIGNATORY AUTHORI	TY USE ONLY - THIS SECTION MUST	BE COMPLETED BY CON	PANY - NOT THE AP	PLICANT		
BADGE TYPE	SIDA ICO	N TRAINING		USCBP SEAL REQUEST (SIDA ONLY)		
	AOA Familiarization (AOA FAM	Restricted Area	Restricted Area Driver (RAD)		Black – Zone 2	
	Aircraft Surface Movement (ASI	 Air Traffic Cont 	Air Traffic Control (ATC)		FINGERPRINTS REQUIRED)	
Terminal ID (Sterile)	Aircraft Fueler	APD - VAAU Escort (LEO/TSA (Credential No		
I certify to LAWA under pena Further, I have reviewed the COMPLETED AND VERIFIED	Ity of perjury, that the employee named information and statements on this ap).	on this fingerprint app plication and signed ar	lication is a direct e nd dated this form	ORGANIZATION C	ization listed below. DRMATION WAS	
COMPANY					1	
SIGNATORY AUTHORITY (PRINT NAME)		CONTACT NUMBER		SIGNATORY AUTHORITY ID #		
	()	-			
AUTHORIZED SIGNATURE	(WET SIGNATURE)		AUTHORIZED D	ATE (MM/DD/YYYY)		
x				1 1		
			Form valid for 14 o	calendar days from date a	uthorized above.	

Figure 5: Fingerprint / Exempt Profile Request Form

- 2. The Badge Office counter staff creates the applicant's profile in the **Credentialing System (CS)**.
- 3. After the applicant's fingerprints are cleared, the system will automatically email the **CBT** training activation account information to the applicant's email address.
- 4. If the Authorized Signer does not select any **SIDA Icon Training**, the applicant will receive the **Mandatory training courses** based on the badge type (SIDA or Terminal ID).
- 5. Subsequently, the Authorized Signer will complete the **Icon Request Form** to request **SIDA Icon Trainings** for new applicants.
- 6. **CS** will generate an email to the applicant to complete the **SIDA lcon Trainings**, per the Authorized Signer's request.

Important Notes:

- Most SIDA Icons (RAD, ATC, ASM, Aircraft Fueler) may not be issued on the <u>NEW</u> applicant's first badge.
- > The process to request the APD VAAU Escort (E) is explained in Section 7.
- The Escort Icon will no longer be rolled over. Applicants with an Escort Icon must complete the required training every two (2) years.
- > The process to request the USCBP Seal is explained in subsequent Section 10.

Training for Current Badge Holders (SIDA & Terminal/Sterile Areas)

1. Active SIDA Badges & Terminal ID Badge Holders

The **Credentialing System (CS)** will automatically send an email to active SIDA and Terminal ID badge holders, sixty (60) days prior to the current badge expiration date. Authorized Signers should ensure that any change to an active badge holder's email address is submitted via an **LAX Update Form** to the Security Badge Office as soon as there is a change of information.

The following table indicates the Mandatory and SIDA Icon-based trainings:

LAWA MANDATORY COMPUTER-BASED TRAINING COURSES						
TRAINING/COURSE NAME	TRAINEES/APPLICANTS	TRAINING CYCLE				
Authorized Signer Training	New & Current Authorized Signers	Annually (every year)				
Airport Security Training	All SIDA Badged Employees	One-time Training				
Airport Security Recurrent Training (New Course)	All SIDA Badged Employees	Every Two (2) Years				
Sterile Area Training – Includes	ALL Terminal/Sterile Area	Annually with ID				
the Prohibited Items Training	ID Badges	badge renewal				
the Prohibited Items Training Human Trafficking Awareness Training	ID Badges All Badged Employees (SIDA & Sterile Area)	badge renewal ** Every Two (2) Years				
the Prohibited Items TrainingHuman Trafficking AwarenessTrainingHuman Trafficking Prevention atAirports Training	ID Badges All Badged Employees (SIDA & Sterile Area) All Badged Employees (SIDA & Sterile Area)	badge renewal** Every Two (2) Years** Every Two (2) Years				
the Prohibited Items TrainingHuman Trafficking AwarenessTrainingHuman Trafficking Prevention atAirports TrainingEmergency Management Training	ID Badges All Badged Employees (SIDA & Sterile Area) All Badged Employees (SIDA & Sterile Area) All Badged Employees (SIDA & Sterile Area)	badge renewal** Every Two (2) Years** Every Two (2) Years** Every Two (2) Years** Every Two (2) Years				

Table 1: Mandatory Computer-Based Training Courses

** This course will be scheduled every two (2) years for Terminal/Sterile Area badge holders, even though their ID badges are for one year.

2. New Applicants and Current Badged Employees (SIDA Badges Only)

Note: Current badged employees with new/additional work duties requiring icon training (based on operational need).

Table 2: SIDA Icon Training Courses

LAWA OPERATIONS – SIDA ICON TRAINING COURSES						
TRAINING/COURSE NAME	COMMON REFERENCE	TRAINING CYCLE				
Restricted Area Driver	RAD	Every Two (2) Years				
Air Traffic Control	ATC Annually					
Aircraft Surface Movement	ASM	Annually				
AOA Familiarization	AOA Fam	Every Two (2) Years				

able 3: Airport Police (VAAU) Training							
AIRPORT POLICE DIVISION – TRAININGS							
TRAINING/COURSE NAME COMMON REFERENCE TRAINING CYCLE							
Escort Training (SIDA Badges)	E Icon	Every Two (2) Years					
NEW Sterile Area Training	(includes the Prohibited Items Training for the Terminal ID/Sterile Area)	Annually					

*The **Escort Training** is now available in the **Computer-based Training portal**. Contact VAAU <u>airportescort@lawa.org</u> with questions about the **Escort Training**.

Table 4: Training Courses (Training Times and Knowledge Check Questions)

Training Courses	Length of Video (Minutes)	Total Time (Minutes)
Authorized Signer Training	27	41
Escort (E) Training	13	26
Security (SIDA) Training	45	65
Recurrent Security (SIDA) Training	10	20
Sterile Area Training	26	38
Human Trafficking Awareness	12	12
Human Trafficking Prevention at Airports	12	12
AOA Familiarization	30	60
Aircraft Surface Movement (ASM)	44	77
Air Traffic Control (ATC)	84	134
Emergency Management Series	50	55
Restricted Area Driver (RAD)	38	70

Procedures for Submitting an Application for New Law Enforcement (LEO/EXEMPT) Applicants

1. Authorized Signer and applicant complete appropriate sections on the LAX FINGERPRINT / EXEMPT PROFILE REQUEST FORM (Fingerprint Application)

Figure 6 LAX SECURITY CREDENTIALS LAX SECURITY CREDENTIALS LOS ANGELES WORLD AIRPORTS LAX SECURITY CREDENTIALS LOS ANGELES WORLD AIRPORTS LAX SECURITY CREDENTIALS LOS ANGELES WORLD AIRPORTS LAX SECURITY CREDENTIALS PAGE 1 LAX SECURITY CREDENTIALS APPLICANT INFORMATION - THIS SECTION MUST BE COMPLETED BY APPLICANT LAX SECURITY CREDENTIALS SECTION

2. Authorized Signer completes/checks the EXEMPT STATUS (No Fingerprints Required) section in the "SIGNATORY AUTHORITY USE ONLY" section and documents the applicant / badge holder's weapons credential number (see below).

SIGNATORY AUTHORI	TY USE ONLY - THIS SECTION MUST B	E COMPLETED BY COMP	ANY - NOT THE AP	PLICANT	
BADGE TYPE	SIDA ICON	TRAINING		USCBP SEAL REQUEST (SIDA ONLY)	
	AOA Familiarization (AOA FAM)	Restricted Area Driver (RAD)		Red – Zone 1	Black – Zone 2
	Aircraft Surface Movement (ASM)	Air Traffic Contro	I (ATC)	EXEMPT STATUS (NO FINGERPRINTS REQUIRED)	
Terminal ID (Sterile) Aircraft Fueler		APD - VAAU Escort (E)		LEO/TSA (Credential No	
I certify to LAWA under penalty of perjury, that the employee named on this fingerprint application is a direct employee for the organization li Further, I have reviewed the information and statements on this application and signed and dated this form ONLY AFTER ALL INFORMATIN COMPLETED AND VERIFIED. COMPANY NAME ORGANIZATION CODE					
SIGNATORY AUTHORITY	(PRINT NAME) CONTA	CONTACT NUMBER		SIGNATORY AUTHORITY ID #	
	()	-		
AUTHORIZED SIGNATURE	E (WET SIGNATURE)		AUTHORIZED D/	ATE (MM/DD/YYYY)	
X				1 1	
			Form valid for 14 c	alendar days from date a	uthorized above.

- Authorized Signer emails the completed LAX FINGERPRINT / EXEMPT PROFILE REQUEST FORM (Fingerprint Application) to the following email address: <u>LEO-TSAExemptApps@lawa.org</u>.
- 4. Badge Office staff will create the New LEO/Exempt Applicant profile in our **Credentialing** System (CS).
- **5.** CS will generate an email to the applicant and provide them with log in information and the link to the <u>LAX Training Portal</u>.
- Upon completion of all appropriate training, applicants will follow the steps outlined in SECTION 5 to retrieve and print their certificates for submission to the Badge Office at time of badging.

Retrieving & Printing Test Results/Certificates from AAAE IET-LS Training Portal

- After completing the assigned training(s) in the AAAE IET-LS Training Portal, a green checkmark will appear next to the course indicating that the training has been completed.
- 2. If the green checkmark does not appear, the applicant needs to manually refresh the training dashboard by clicking the refresh button as indicated by the red arrow.

Figure 8					
&I <u>ETLS</u>					LOG OUT
DASHBOARD TRAINING HISTORY					
COURSE(S)					
Security (SIDA) Training Airports	Human Trafficking Awareness	Emergency Management Series (English)	Emergency Management Series (Spanish)	Recurrent Security (SIDA) Training	
	0				
Security	(SIDA) Training				

3. To view training results and completion certificates, the applicant needs to click on the person icon in the right-hand corner and select **Training History**.

रुI <u>ETLS</u>	LOG OUT
DASHBOARD TRAINING HISTORY C	A My profile Training History (re Sign out
Security (SIDA) Training Human Trafficking Prevention at Human Trafficking Awareness Emergency Management Series (English) Emergency Management Series (Spariah) Recurrent Security (SIDA) Training LCC	
LAX A My profile G Training Histr (* Sign out	

4. In the Training History screen, all completed exams will appear with all the information regarding the course (Course Code, Course Name, Start and End Time, Duration, Status, etc.). For each completed course, a PDF icon [™] will display in the Print Certificate column at the end of the row for that training course. The applicant then clicks on the PDF icon [™] to print the completion certificate.

LAX MARIA LOPEZ										
ASHBOARD	TRAINING HISTO	DRY X								
TRAINING	HISTORY							Text Search)@B(
PERSON ID	FIRST NAME	LAST NAME	COURSE CODE	COURSE	START TIME	END TIME	DURATION (MIN)	STATUS	EMPLOYER	PRINT CERTIFICATE
			lax sida recur	Recurrent Security (SIDA) Training	07-30-2024 12:16 PM	07-30-2024 12:26 PM		10 Pass	LAX AIRPORT POLIC	
			lax_emergency_eng	Emergency Management Series (English)	07-30-2024 12:11 PM	07-30-2024 12:15 PM		4 Pass	LAX AIRPORT POLIC	볞
			aaae_ht_awareness	Human Trafficking Awareness	07-30-2024 11:04 AM	07-30-2024 11:16 AM		12 Pass	LAX AIR ORT POLIC	뜅
			aaae_ht_prevention	Human Trafficking Prevention at Airports	07-30-2024 10:52 AM	07-30-2024 11:0			LAX AIR ORT POLICI	짾
			lax_sida	Security (SIDA) Training	07-29-2024 11:32 AM	07-30-2024 10:5	PRINT CERTIF	ICATE	LAX AIRPORT POLICI	8
0 - Show	ing 1 to 10 of 71,653 en	tries (filtered from 5 to	otal entries)							4 5 (>)(H
						LICE	1			
						LICE		105 月		
						LICE		00 2		

5. After clicking the PDF icon a pop-up with printer information will appear. The applicant selects the correct printer and hits the **Print** button and then brings all training printouts to the Authorized Signer.

Print ? Total: 1 sheet of paper Printer HP Color Laser/et Pro MFP M4_ ~	Los Angeles International Airport Interactive Employee Training Memo of Completion Date : 07/30/2024 Course : Security (SIDA) Training	
Copies 1 Layout Portrait Landersee	Student : BadgeNumber : This document certifies that the person named above successfully completed on 07/30/2024	
Pages All e.g. 1-5, 8, 11-13 Color		
Print on both sides Print on one side V More settings Print using system dialog (Col-Shift+P)		
Print Cancel		

SBO Bulletin – AS CBT Guide 8/23/2024

6. The printed certificate(s) should be attached to the applicant's LAX Security Badge Request Form to be presented as proof of course completion.

Los Angeles International Airport Interactive Employee Training Memo of Completion
Date : 07/30/2024
Course : Security (SIDA) Training
Student :
BadgeNumber :
This document certifies that the person named above successfully completed on 07/30/2024

SECTION 6:

Icons with Special Processes and Training

Critical Icon Procedure – Please see the following Memo, previously distributed to all Authorized Signers regarding Critical Icon Issuance procedures.

	A/A
S ANGELES V	NORLD AIRPORTS
Date:	04-11-2024
To:	All Authorized Signers at LAWA
From:	Cassandra Heredia, Chief of Operations II
Re:	Critical Icon Issuance – new information and requirements as of May 1, 2024
Please of whic	note the following instructions for obtaining or renewing the Critical Icon, new requirements ch will go into effect May 1, 2024. New information and requirements are in bold.
1.	Please be advised that the turnaround may take up to 14 days. Any requests submitted with less than 14 days' notice will not likely be approved in time for a badge appointment.
2.	No more than four requests may be included in one email. All requests must be sent to the Critical Icon mailbox (Critical-Icon@lawa.org)
	to ensure a reply.
For an form:	employee to receive a Critical Icon (new or renewal), a request must be presented in this
On or	ganizational letterhead
1. 2. 3. 4. 5.	Indicating the individual's name, position/ title Requesting that the individual be provided a Critical Icon to support access to the Incident Command Post during an emergency event and essential areas to support continuity of essential operations (Please ensure some version of this wording is in the letter) NEW: Contact information (e.g., phone and email) for the Critical Icon holder that can be used by Incident Command during an evacuation or repopulation. This must be provided in the request letter. NEW: Indicating which Terminal or Terminals the Icon holder will need access to during an emergency. An Icon holder may list more than one Terminal. Signed by the individual's supervisor, authorized signer or station manager
Once	the Critical Icon Office has been provided with this letter (pdf attachment via email) the r will be provided with status of approval and/or further instructions.
Please	e do not include badge numbers on any request, as this is considered sensitive information.
As of i preser	May 4, 2023, a stamp is no longer required but a copy of the approval email must be ited at any badge appointment.

- Aircraft Fueler Icon Please continue with the current process. The following items must be presented to the Badge Counter Agent at time of badging:
 - Line Service/Supervisor Certificate
 - Checklist
 - Fire Extinguisher Certificate

Please refer all questions regarding the **Aircraft Fueler Icon** to: <u>RegulatoryCompliance@lawa.org</u>

LAWA Airport Operations & Emergency Management Badge Icons Matrix

LA	X AIRP	ORT OPERA	TIONS & EME	ERGENCY MAN	AGEMENT BA	DGE ICONS
ICON	AOA Familiarization (AOA)	Aircraft Surface Movement (ASM)	Air Traffic Control (ATC)	Restricted Area Driver (RAD)	Aircraft Fueling	Critical
FOR WHOM	 Airport employees and contractors who access the AOA 	- Airport employees who taxi or tow aircraft a distance of > 1,500 feet	- Airport/Bus OPS - Select LAWA MTCE - Select LAFD - Select FAA	- GRN : All airside drivers - BLK : Airport Police	- All airside drivers who also fuel an aircraft	- Designated airport tenant employees who respond to incidents
BY WHOM	- Requested by the AS via Fingerprint Application or Icon Request Form, which then assign course in IET	- Requested by the AS via Fingerprint Application or Icon Request Form, which then assign course in IET	 Requested by the AS via Fingerprint Application or Icon Request Form Must be approved by OPS 	- Requested by the AS via Fingerprint Application or Icon Request Form, which then assign course in IET	- Requested by the AS via Fingerprint Application or Icon Request Form, which then assign course in IET	 Request icon to EM via <u>Critical-Icon@lawa.org</u> EM will approve or deny upon review
HOW TO GET	- Take IET course and pass final exam	- Take IET course and pass final exam - RAD also required	- Take IET course and pass final exam - RAD also required	- Take IET course and pass final exam - Include 8-hr log for initial badge with RAD icon	- Fuel Supervisor ensures that training is submitted to OPS - RAD also required	- Present EM approval to SBO when rebadging
VALID FOR	- 24 months from date of final exam	- 12 months from date of final exam	- 12 months from date of final exam	- 24 months from date of final exam	- 24 months from date of training certificate & checklist	- EM approval required every badge renewal
AOA – Air Ope AS – Authorize CBT – Compu CS – Credentie	rations Area ed Signer ter Based Training aling System	EM – Emergency Management FAA – Federal Aviation Administr IET – Integrated Employee Trainin	LAFI ation MTC ng OPS	D – Los Angeles Fire Department E – Maintenance – LAX Airport Operations		3.000

Airport Police Vulnerability, Access, and Analysis Unit (VAAU) Escort Authority

The chart below outlines the steps for requesting an **Escort Authority Icon** for employees who require authority based on operational need.





Contact VAAU airportescort@lawa.org with questions about the Escort Approval Process.

Authorized Signer Portal

STEP 1: Signing into Authorized Signer Portal on SBO Website (https://sbo.lawa.org)

- > Access the <u>Authorized Signer Portal.</u>
- > Navigate to the Authorized Signer Portal login page.
- > Enter your assigned Username and Password.
- > Click "Login" to access your Authorized Signer account.

Figure 16: Authorized Signer Login Page

thtps://sboenrolllawa.org/Account/ApplicationLogin.aspx	A ^N ☆
Los Angeles	
World Airports	
Using Standard Authentication	- 1
	- 1
	- 1
PASSWORD:	_
	_
LOGIN CANCEL	
	_

STEP 2: Accessing Forms

 \succ Once logged in, locate,

FORMS

and click the button, as indicated below.

Figure 17: Forms Access Button

← ⊂ ⋒ (@) Los Angeles	ttps://sboenrollawa.org/DefaultStart.aspx World Airports TM		
	TEREPORTS	Forms	
		1000	
		1	
	\searrow		TIONAL
	\star	TO	HINLEY HETELAND

	BR		

SBO Bulletin – AS CBT Guide 8/23/2024



STEP 4: Completion of the Icon Request Form

The **Icon Request Form** is used by **Authorized Signers** to request **Icons/Trainings** for **current/active** badged employees.

	icon nequest rom	I
Disclaimer: Please ensure	that each field is filled out correc	tly. You will receive an email regarding
У	our request only if an the morna	ation matches.
Note: The fields with a * are required to be o	ompleted.	Middle Massa
Enter your last name	Enter your first name	Enter your middle name
Suffix	Gender*	Date Of Birth*
Select	Select	dd-mm-yyyy
SSN (last four digits)*	Phone Number*	Email*
Enter last four digits of SSN	Enter your phone number	Enter your email address
Company Code*	Badge Number	Badge Appointment Type*
Enter your 6 digits company code	А	Select
lcons*		
Air Traffic Control (ATC)	Aircraft Fueler	Aircraft Surface Movement (ASM)
APD - VAAU Escort (E)	USCBP Seal – Black Zone 2	USCBP Seal – Red Zone 1
AUA Familiarization (AUA FAM)	Restricted Area Driver (RAD)	
Justification		
Enter justification		

- Icon Request Form Instructions for Completion by Authorized Signers for Applicants
 - 1. Complete each <u>mandatory</u> field (marked with a red asterisk) accurately with the badge applicant information.
 - 2. Select only the icon fields required for each applicant based on operational need.
 - 3. Ensure all that the 6-digit Company Code is formatted as follows:
 o 4-digit Company Code + 2-digit Division Code
 - 4. Select either "New" or "Renewal" for the type of badge appointment from the

drop-de	own list in the	Ba	dge Appointment	field.
5. In the	Enter Justific	ation	provide justification for	the Escort and Air Traffic Control

(ATC) icons when selected.

 Select either a Red (Zone 1) or Black (Zone 2) or for US Customs Seal. You may <u>not select both</u> options – the selection of the Black Zone will cancel the selection of the Red Zone, and vice versa.

STEP 5: Submission of Icon Request Form and Confirmation

- **1.** Click SUBMIT at the bottom of the Icon Request Form, after you have completed and verified that the information is accurate.
- **2.** Upon successful completion, a page a notification page will append indicating that your form was successfully submitted, as indicated below.
- 3. On this page, **Click OK** to confirm your completion of this process.
- 4. You have the option to submit another application by clicking on the **SUBMIT ANOTHER RESPONSE** field.

Figure 20: Icon Request Form Submission

LAWA		
LOS ANGELES WORLD AIRPORTS	Icon Request Form	
	Form submitted successfully!	
	\checkmark	
	Success!	
	ок	

LAX SECURITY CREDENTIALS (SIDA & TERMINAL BADGES) FINGERPRINT / EXEMPT PROFILE REQUEST FORM (FEPRF)

The **Fingerprint / Exempt Profile Request Form (FEPRF)** replaces the previous Fingerprint Application. This form is used primarily for first time applicants, to allow the Security Badge Office to create an applicant profile in the **Credentialing System (CS)**.

On the **2nd page** of the **FEPRF** application (**Signatory Authority Information**) section, the Authorized Signer will complete the following:

- Badge Type: SIDA or Sterile
- > SIDA Icon Training (based on operational need)
- > USCBP Seal Request
- Exempt Status (LEO / TSA)

Figure 21: Fingerprint / Exempt Profile Request Form (FEPRF)/Fingerprint Application

LAX SE	CURITY CREDENTIAL	LS – FINGER	PRINT / EXEMPT	PROFILE REG	UEST FORM - PAGE 2
PRIVACY ACT NOTICE Authority: 6 U.S.C. § 1140, 46 Recommendations of the 9/11 ((132 Stat. 3186, Public Law 11)	EAND EMPLOYEE CE U.S.C. § 70105; 49 U.S.C. §§ Commission Act of 2007; § 152 5-254, Oct 5, 2018), and Execu	RTIFICATIO 106, 114, 5103a 20 (121 Stat. 444 utive Order 9397	- THIS SECTION MU 40103(b)(3), 40113, 4 Public Law 110-53, A (November 22, 1943),	137 BECOMPLETED 14903, 44935-44936 ugust 3, 2007); FAA as amended.	BY APPLICANT 4933), and 49105; the Inglementing Resultorization Act of 2018, § 1934(c)
Purpose: The Department of H information will be provided to t Identification (NGI) system or the information in NGI after the com- retained by NGI. DHS will also	iomeland Security (DHS) will un the Federal Sureau of Investiga a successor systems including replation of this application and, transmit your Ingerprints for en	as the informatio ation (FBI) for the pokil, criminal, an I, while retained, y proliment into US	n to conduct a security purpose of comparing d latent fingerprint rep- rour fingerprints may or -VISIT Automated Bior	Breat assessment. I your ingerprints to c altories. The FBI ma intinue to be compar- netrics identification	f applicable, your fingerprints and associated other fingerprints in the FBI's Next Generation y relian your fingerprints and associated ed against other fingerprints submitted to or System (DENT).
DHS will also maintain a nation noncompliance with eviation se record and have the individual's identity, the individual must sen	al, centralized revocation datat curity requirements. DHS has a name expunged from the data of an email to TSA at Aviation of	base of individual established a pro labase. If an indiv workena@taa.dhs	is who have had airport coses to allow an indivi- idual who is listed in the LOV.	t or aircraft operator- dual whose name is r e centralized databa	issued identification media revolved for matekanly entered into the database to correct th se winnes to pursue expurgement due to mistake
Routine Uses: In addition to the system may be declosed outside employment investigation, or ad adjudication of your application Assessment System. For as ion your consent as permitted by th the NG system and the FBts B	ces declosures generally perm de DHS as a routine use pursus djudication of a waiver or appea or in accordance with the routin g as your fingerprints and asso per Privacy Act of 1974 and all a Staniat Routine Uses.	nited under 5 U.3 ant to 5 U.8.C. § al request to the line uses identifie applicable Routin	8.C. § 522a(b) of the P 522a(b)(3) including w extent necessary to ob d in the T&A system of on are retained in NGI, e Uses as may be public.	twey Act, all or a po ith third parties durin tain information parts records notice (SOR your information ma ished at any time in t	vition of the records or information contained in th g the course of a sacuity threat assessment, nent to the assessment, investigation, or NJ DHS/TSA 4002, Transportation Security Threat y be disclosed pursuant to your consent or withou the Federal Register, including the Routine Uses
Disclosure: Pursuant to § 1934 credentiata. For SIDA applicatio voluntary, if you do not provide	4(c) of the FAA Reauthorization ms, failure to provide this inform the information requested, DH	n Act of 2018, TS metion may resul IS may be unable	A is required to collect t in denial of a credent to complete your secu	your SSN on applica al. For other aviation rily threat assessme	tions for Secure Identification Display Area (SID) credentials, although furnishing your SSN is nl.
The information I have provided statement can be punished by fit for them the Social Social Administration of the statement of the Social S	I is true, complete, and correct to the or imprisonment or both (see interim to mission are Social Section	to the best of my k to Section 1001 of the Names and Ma	nowledge and belief an I Title 18 of the United 8 particular to Transaction	d is provided in good Itales Code). Seculty Administration	faith. I understand that a knowing and willful faite
Programs (TSA-10)/Aviation Works	er Program, 6595 Springfield Center	ny Number and Uli ter Drive, Springfel	d, VA 20568-8010.	Security Administration,	Environments Services and Velling Programs, Alberticity V
49 CFR 1540.105(a). APPLICANT NAME (Print)	,			DATE OF BIRTH	(MM001111)
APPLICANT SIGNATURE				SOCIAL SECUR	ITY NUMBER
APPLICANT SIGNATURE X SCREENING NOTICE: Any em access to, working in, or lear	iployee holding a oredential g wing a Security Identificatio	granting access on Display Area	to a Beourity Identific	SOCIAL SECUR	/ ITY NUMBER may be soreened at any time while gaining
APPLICANT BIGNATURE X BCREENING NOTICE: Any em access to, working in, or lear SIGNATORY AUTHOR	nployee holding a oredential g ving a Security Identificatio TY USE ONLY—THE SE	granting avoess on Display Area	to a Security Identific L COMPLETED BY COM	SOCIAL SECUR ation Display Area I	I ITY NUMBER
APPLICANT SIGNATURE X SCREENING NOTICE: Any on access to, working in, or lea SIGNATORY AUTHORY BADGE TYPE	nployee holding a oredential g wing a Security Identificatio TY USE ONLY—748 88	granting access on Display Area Senten MUST DE BIDA ICON 1	to a Seourity Identific L COMPLETED BY COM TRAINING	SOCIAL SECUR ation Display Area (/ ITY NUMBER may be soreered at any time while gaining WURWIT USCBP SEAL REQUEBT (SIDA ONLY)
APPLICANT SIGNATURE X SCREENING NOTICE: Any on access to, working in, or lea SIGNATORY AUTHORY BADGE TYPE	nployee holding a ordential wing a Seourity Klentificatio TY USE ONLY – THE SE ONLY – THE SE	granting assess on Display Area Strick MUST BE BIDA ICON 1 (AOA FAM)	to a Security Identifie	SOCIAL SECUR ation Display Area of PANY-NOT THE A	/ ITY NUMBER may be soreered at any time while gaining withown UBCBP SEAL REQUEBT (stok own) UBCBP SEAL REQUEBT (stok own) Red - Zone 1 Black - Zone
APPLICANT SIGNATURE X SCREENING NOTICE: Any em access to, working in, or lea SIGNATORY AUTHORI BADGE TYPE SIDA SIDA	ployee holding a ordential wing a Seourity Mentificatio TY USE ONLY – THE SE O AOA Familiarization (Arcraft Surface Mow	granting assess on Display Area SIDA ICON 1 (ADA FAM) ement (ASM)	to a Security Identifie COC CLARED AVECT TRAINING Restricted Area Air Traffic Cont	SOCIAL SECUR ation Display Area (ZANY-NOT IN-EA) a Driver (RAD) rol (ATC)	/ ITY NUMBER may be soreered at any time while gaining wellown UBCBP SEAL REQUEST (stok owk/r) UBCBP SEAL REQUEST (stok owk/r) Red – Zone 1 Black – Zone EXEMPT STATUS (NO FINGEPRIME REQUED
APPLICANT SIGNATURE X SCREENING NOTICE: Any em access to, working in, or lea SIGNATORY AUTHORI BADGE TYPE SIDA Terminal ID (Sterile)	ployee holding a oredential g ving a Seourity Identificatio TY USE ONLY – THIS SE AOA Familiarization (Arcrait Surface Mow Arcrait Fueler	granting access on Display Area BIDA ICON 1 (ACIA FAM) ement (ASM)	to a Beourity Identifie COLULATED BY COL TRAINING Restricted Are Air Traffic Cont	SOCIAL SECUR ation Display Area (2007 – NOT MEA a Driver (RAD) rol (ATC) isoont (E)	I ITY NUMBER may be soreered at any time while gaining wellown UBCBP SEAL REQUEBT (stok owly) Red - Zone 1 Black - Zone EXEMPT STATUS (no revelopment required LEC/TSA (Credential No
APPLICANT SIGNATURE	Iployee holding a oredential wing a Besurity Identificatio TY USE ONLY – messes ADA Familiarization (Aircraft Burface Mow Aircraft Burface Mow Aircraft Fueler alty of perjury, that the empli information and statement D.	granting access on Display Area SIDA ICON 1 (ADA FAM) ement (ASM) koyee named on ts on this appli DIVISIOI	to a Beourity Identifis COLTY LETER BY COL TRAINING Restricted Area Art Traffic Cont APD – VAAU E sthis fingerprint app pation and signed as	SOCIAL SECUR ation Display Area I ation Display Area I auxie Nor I Mark a Driver (RAD) rol (ATC) isoort (E) fisation is a direct didated this form	I ITY NUMBER Inty be soreered at any time while gaining WURWIT USCBP SEAL REQUEST (stok onk/t) Red - Zone 1 Black - Zone EXEMPT STATUS (NO FINARIAMENT REQUED LEC/TSA (Credential No LEC/TSA (Credential No CONLY AFTER ALL INFORMATION WAS ORGANIZATION CODE
APPLICANT SIGNATURE X SCREENING NOTICE: Any em access to, working in, or lea SIGNATORY AUTHOR BADGE TYPE SIDA SIDA Terminal ID (Sterile) Identify to LAWA under pena Further, I have reviewed the COMPLETED AND VERIFIED COMPLETED COMPLETE	Inployee holding a oredential wing a Besurity Identification TY USE ONLY – messes ACAA Familiarization (Aircraft Burface Mow Aircraft Burface Mow Aircraft Fueler alty of perjuny, that the emple information and statement D.	granting avvess on Display Area SIDA ICON 1 (AOA FAM) ement (ASM) loyee named on this appli DIVISIOI	to a Beourity Identifis COLTY LETER BY COL TRAINING Restricted Area Art Traffic Cont APD – VAAU E athis fingerprint app cation and signed a	SOCIAL SECUR ation Display Area I ation Display Area I auxie Nor I HEAD a Driver (RAD) rol (ATC) isocht (E) isocht (E) isocht (E)	I ITY NUMBER Inty to servered at any time while gaining WURWIT USCEP SEAL REQUEST (stok onk/t) Red - Zone 1 Black - Zone EXEMPT STATUS (no revolution fisted below. ONLY AFTER ALL INFORMATION WAS ORGANIZATION CODE
APPLICANT SIGNATURE X SCREENING NOTICE: Any em access to, working in, or lea SIGNATORY AUTHOR BADGE TYPE SIDA Terminal ID (Sterile) Identify to LAWA under pena Further, I have reviewed the COMPLETED AND VERHEE COMPARY NAME SIGNATORY AUTHORITY	Infloyee holding a oredentical wing a Security Identification TY USE ONLY — messo ADA Familiarization (Aircraft Surface Move Aircraft Surface Move Aircraft Fueler alty of perjuny, that the emplainformation and statement D.	granting avecss on Display Area SIDA ICON 1 (ADA FAM) ement (ASM) foyce named on bitVISIO DIVISIO CONTAC	to a Beourity Identifis COLTY LETER BY COL TRAINING Restricted Are Ar Traffic Cont APD – VAAU E sthis fingerprint app position and signed a N NAME	SOCIAL SECUR ation Display Area I ation Display Area I and the Area I and Content and Area Boriver (RAD) rol (ATC) isocht (E) isocht (E) isocht (E) isocht (E)	I ITY NUMBER Inty be sortened at any time while gaining WURWIT USCBP SEAL REQUEST (stok onk/t) Red - Zone 1 Black - Zone EXEMPT STATUS (NO FRAMPHARM REQUEST LEO/TSA (Credential No LEO/TSA (Credential No ONLY AFTER ALL INFORMATION WAS ORGANIZATION CODE SIGNATORY AUTHORITY ID #
APPLICANT SIGNATURE X SCREENING NOTICE: Any em assess to, working in, or lea assesst to, working in, or le	Information and statement Information and Information and I	granfing avoess on Display Area SIDA ICON 1 (ACIA FAM) ement (ASM) koyee named on ts on this applo DIVISIOI CONTAC (to a Beourity Identifis COLUPTER PRODUCT TRAINING Restricted Are Arr Traffic Cont APD – VAAU E stris fingerprint app cation and signed a NNAME TNUMBER)	a Driver (RAD) rol (ATC) iscort (E) iscort (E)	I ITY NUMBER INTY NUMBER USCENT STATUS INTY NUMBER USCENT STATUS (NO ANNY) INTY NUMBER USCENT STATUS (NO FRAMEWORK) INTY ATATUS (NO FRAMEWORK) REQUEST (INTY ANY ANY ANY ANY ANY ANY ANY ANY ANY AN
APPLICANT SIGNATURE X SCREENING NOTICE: Any em access to, working in, or lea access to working in	Inforce holding a oredential wing a Security Identificatio TY USE ONLY—THE SE ADA Familiarization (Arrant Surface Move Arrant Fueler Altronat Fueler alty of perjuny, that the empl information and statement 0. (PTINT INAME) E(WET SIGNATURE)	granfing avoess on Display Area SIDA ICON 1 (ACA FAM) ement (ASM) isopen amed on tis on this appli DIVISIOI CONTAC (to a Beourity Identifie COLUMNIA RAINING REIN	SOCIAL SECUR SOCIAL SECUR ation Display Area i 2007 (RAD) rol (ATC) isocot (E) isocot (E) isocot (E) - AUTHORIZED D	ITY NUMBER ITY NUMBER USCBP SEAL REQUEST (MOA OWLY) Red - Zone 1 Black - Zone EXEMPT STATUS (NO FRAMPHARE REQUEST LEC/TSA (Credential No LEC/TSA (Credential No ONLY AFTER ALL INFORMATION WAS ORGANIZATION CODE SIGNATORY AUTHORITY ID # ATE (MMODYYYY)
APPLICANT SIGNATURE	Ployee holding a oredential wing a Security identification TY USE ONLY—THE SE ADA Familiarization (Arrant Surface Mow Arrant Fueler alty of perjury, that the employ information and statement p. (PRINT INNIC) E(WET SIGNATURE)	granting aveess on Display Area StDA ICON 1 (ADA FAM) ement (ASM) iogee named on tis on this appli DIVISIO CONTAC (to a Beounity Identifie COLUMNIAN RAINING RAINING Restricted Area APD – VAAU E this fingerprint app cation and signed a NNAME TNUMBER)	a Driver (RAD) rol (ATC) acort (E) fisation is a direct disted this form	I ITY NUMBER ITY NUMBER USCBP 3EAL REQUEBT (SOX ONLY) Red - Zone 1 Black - Zone EXEMPT STATUS (SC PRADEMINE REQUEBT LECVTSA (Credential No
APPLICANT SIGNATURE	Ployee holding a oredential pring a Security identificatio TY USE ONLY—THE SE ADA Familiarization (Arcraft Burface Mow Arcraft Burface Mow Arcraft Fueler alty of perjury, that the emploi information and statement present wate;) E(MET SIGNATURE)	granting aveess on Display Area Stable ICON 11 (USI (BE STADA ICON 1 (ACAA FAM) ement (ASM) ement (ASM) loyee named or its on this applie DIVISION CONTAC CONTAC	to a Beourity Identifie CONTRAINING RAINING RAINING Arr Traffic Cont Arr Traffic Cont APD - VAAU E this fingerprint app oration and signed ar N NAME T NUMBER)	SOCIAL SECUR SOCIAL SECUR ation Display Area to the second second second second second (E) Second (E) Second (E) Second (E) Second Sec	I ITY NUMBER ITY NUMBER USCBP SEAL REQUEBT (sick own) Red - Zone 1 Black - Zone EXEMPT STATUS (sic) readers related LEC/TSA (Credential No employee for the organization fisted below. ONLY AFTER ALL INFORMATION WAS ORGANIZATION CODE SIGNATORY AUTHORITY ID # ATE (MMDDYYYY) I I astendar days from date authorized above.
APPLICANT SIGNATURE	Inployee holding a oredential wing a Security Identification TY USE ONLY - THE SECURITY ADA Familiarization (Arrant Burlace Move Arrant Fueler alty of perjury, that the empli information and statement D. PRINT IMARE) E (WET SIGNATURE) SECUTION (EADOLEONTI INTS	granting aveess on Display Area SIDA ICON 1 (ACA FAM) ement (ASM) isopee named or ts on this appli DIVISIO CONTAC (CONTAC	to a Beourity Identifie COMPLETER EV (COMPLETER EV (COMPL	SOCIAL SECUR SOCIAL SECUR ation Display Area to a Driver (RAD) rol (ATC) acort (E) fisation is a direct of dated this form - AUTHORIZED D Form valid for 14	I ITY NUMBER ITY NUMBER UBCRY UBCRY SEAL REQUEBT (sick own) Red – Zone 1 Black – Zone EXEMPT STATUS (so readers related EXEMPT STATUS (so related EXEMPT STATUS (so readers related EXEMPT STATUS (so readers rel
APPLICANT SIGNATURE	Information and statements Information and statements ADA Familiarization (Aircraft Burface Mow Aircraft Burface Mow Aircraft Burface Mow Aircraft Burface Mow Aircraft Burface Mow Aircraft Burface Mow Print Nume Print Nume; E(WET SIGNATURE) SBECHTON/(BADGECORT NTB Expired	granting aveess on Display Area SIDA ICON 1 (ACAA FAM) ement (ASM) is on this applie DIVISIO CONTAC (to a Beourity Identifie COMPLETER PROCESS TRAINING Restricted Area Arr Traific Cont APD - VAAU E this fingerprint app paction and signed at NNAME CT NUMBER) Lost / Stolen	SOCIAL SECUR SOCIAL SECUR ation Display Area to a Driver (RAD) rol (ATC) isoort (E) fication is a direct of dated this form - AUTHORIZED D Form valid for 14 Form valid for 14	I ITY NUMBER ITY NUMBER USCBP SEAL REQUEBT (sick own) Red - Zone 1 Black - Zone EXEMPT STATUS (NO FINADORISTI RECURD LEC/TSA (Credential No LEC/TSA (Credential No ONLY AFTER ALL INFORMATION WAS ORGANIZATION CODE SIGNATORY AUTHORITY ID # I I I I I I I I I I I I I I I I I I I
APPLICANT SIGNATURE X SCREENING NOTICE: Any em access to, working in, or les SIGNATORY AUTHOR BADGE TYPE SIDA Terminal ID (Sterlie) I certity to LAWA under pens Further, I have reviewed the COMPLETED AND VERHEE COMPLETED AND VERHEE COMPLETED SIGNATURE SIGNATORY AUTHORITY (AUTHORIZED SIGNATURE X SECURITY CREDENTIALS REAGON FOR FINGERPRI CONFIGSATEd SCS COUNTER AGENT gas	Information of the second seco	granfing avoess on Display Area SIDA ICON 1 (ACIA FAM) ement (ASM) is on this appoint DIVISION CONTAC (CONTAC (CONTAC (CONTAC (CONTAC	to a Beourity Identifie COLLETENDING COLLETENDING COLLETENDING CRAINING RAINING REINING AIR TRAINING ART AND	SOCIAL SECUR SOCIAL SECUR ation Display Area I SAVE - NOT THE A Driver (RAD) rol (ATC) isoott (E) isoott (E) isoott (E) isoott (E) isoott (E) isoott (E) isoott (E) isoott (E) Form valid for 14 COM VALUE - NOT COM VALUE - NOT CO	I ITY NUMBER ITY NUMBER USCENT any be soreered at any time while gaining USCENT USCENT SEAL REQUEBT (stok owkr) Red - Zone 1 Black - Zone EXEMPT STATUS (NO Invidential No LEC/TSA (Chedential No LEC/TSA (Chedential No ONLY AFTER ALL INFORMATION WAS ORGANIZATION CODE SIGNATORY AUTHORITY ID # I I I I I I I I I I I I I I I I I I I
APPLICANT BIGNATURE X BCREENING NOTICE: Any em access to, working in, or lea SIGNATORY AUTHOR BADGE TYPE SIDA Terminal ID (Sterile) I certify to LAWA under pena Purther, I have reviewed the COMPLETED AND VERTIEE COMPLETED AND VERTIEE SIGNATORY AUTHORITY (AUTHORIZED BIGNATURE X REAGON FOR FINGERPRI C CONTER AGENT (D CONTIScated SCS COUNTER AGENT (D C CONTER AGENT (D C C CONTER AGENT (D C C C C C C C C C C C C C C C C C C	Inforce holding a predential g wing a Security Identification TY USE ONLY—THE SEC ADA Familiarization (Arrant Surface Mow Arrant Fueler Altronat Fueler Altronat Fueler Altronat Fueler Altronat Surface Mow Prent INAME) E(WET SIGNATURE) SUBCOTION(IEADOIEONTI INTS Expired SUBCOTION(IEADOIEONTI INTS Expired SUBCOTION(IEADOIEONTI INTS Expired	granfing avoess on Display Area SIDA ICON 1 (AOA FAM) ement (ASM) isone named on this appli doyce named on DIVISIOI CONTAC (CON	to a Beourity Identifie COLUMNIC TRAINING RAINING RAINING RAINING RAINING RAINING ATT TRAITIC Cont ATT TRAITIC C	SOCIAL SECUR SOCIAL SECUR ation Display Area i a Driver (RAD) rol (ATC) isocion (E) isocion is a direct d dated this form - AUTHORIZED D Rec C3	ITY NUMBER TY NUMBER USCBP SEAL REQUEST (SDA ONLY) USCBP SEAL REQUEST (SDA ONLY) Red - Zone 1 Black - Zone EXEMPT STATUS (SC FRADEWORK) REQUEST LEC/TSA (Credential No
APPLICANT SIGNATURE	Proving a Security Identification TY USE ONLY—THE SE ADA Familiarization ADA Familiarization Anorait Rueker Bit Security Identification C Security (CAOCECONT NTS C Expired Security Identification T Security Security Identification	granting aveess on Display Area StDA ICON 1 (AOA FAM) ement (ASM) investment of the supplication DIVISION CONTAC CONTAC (CONTAC CONTAC CONTAC CONTAC CONTAC CONTAC CONTAC CONTAC CONTAC	to a Beourity Identifie COLUMNIAN COLUMNIAN RAINING RAINING RAINING RAINING APD - VAAU this fingerprint app cation and signed a NNAME TNUMBER D Locst / Stolen Automatic Stolen Columnian	SOCIAL SECUR SOCIAL SECUR ation Display Area to a Driver (RAD) rol (ATC) acont (E) fication is a direct d dated this form - AUTHORIZED D - Rom valid for 14	I ITY NUMBER ITY NUMBER USCANT USCEP SEAL REQUEBT (NON ONLY) Red - Zone 1 Black - Zone EXEMPT STATUS (NO FRANSPORTS INCLINE LECVTSA (Credential No
APPLICANT BIGNATURE	Ployee holding a oredential Ployee holding a descript identification TY USE ONLY—THE SE ONLY—THE SE ONLY—THE SE ONLY—THE SE ONLY—THE SET ADA Familiarization (Arrant Fueler Altronat Fueler Altronat Fueler Altronat Fueler Altronat Surface Move Arrant Fueler Altronat Fueler Altronat Fueler Altronat Fueler Altronat Fueler Altronat Fueler Breat Surface Move SECOTON(BADGEOFFT NTS Sensitive Security information fo 15 and 1520, eccepted in the wa Stand, For USE accomments on the	granting aveess on Display Area StDA ICON 1 (ADA FAM) ement (ASM) internet (ASM) DIVISIO DIVISIO DIVISIO CONTAC (CONTAC (CONTAC (CONTAC (CONTAC (CONTAC (CONTAC (CONTAC (CONTAC) (to a Beounity Identifie CCC	SOCIAL SECUR SOCIAL SECUR ation Display Area to a Driver (RAD) rol (ATC) acont (E) fisation is a direct dated this form - AUTHORIZED D - Rom valid for 14	I ITY NUMBER ITY NUMBER USCAP SEAL REQUEBT (SDA OK.Y) USCAP SEAL REQUEBT (SDA OK.Y) Red - Zone 1 Black - Zone EXEMPT STATUS (NO FRAZERSKITE RECENTS LEC/TSA (Credential No
APPLICANT BIGNATURE X SCREENING NOTICE: Any em access to, working in, or leas SCREENING NOTICE: Any em access to, working in, or leas SCREENING NOTICE: Any em access to, working in, or leas SCREENING IN THE SCREENING IN BADGE TYPE	Interpreter holding a oredentical giving a Besurity Identification TY USE ONLY - THE BESURIES (CONTENT OF CONTENT OF CON	granting aveess on Display Area SIDA ICON 1 (ACIA FAM) ement (ASM) ement (ASM) bits on this applied DIVISION CONTAC CONTAC CONTAC CONTAC CONTAC CONTAC CONTAC CONTAC CONTAC CONTAC	to a Beourity Identifie CONTENTION OF CONTENTION OF CONTENT OF CONTENT.	SOCIAL SECUR SOCIAL SECUR ation Display Area to a Driver (RAD) rol (ATC) acort (E) fisation is a direct to d dated this form - AUTHORIZED D Form valid for 14 To Rize D Rem valid for 14 SOCIAL SECURATION OF THE SECURATION CO	I ITY NUMBER ITY NUMBER ITY NUMBER UBCRY UBCBP SEAL REQUEBT (sick own) Red - Zone 1 Black - Zone Red - Zone 1 Black - Zone EXEMPT STATUS (so readonate into any LEC/TSA (Credential No

USCBP Seal/eBadge Application Request Process Flow

- On the Fingerprint / Exempt Profile Request Form (FEPRF), Signatory Authority USE ONLY Section, Authorized Signer selects: USCBP Seal Request for Red – Zone 1 or Black – Zone 2.
- 2. Applicant attends fingerprint appointment to submit fingerprints.
- 3. The LAWA Credentialing System (CS) will transmit an email (see sample email below) to CBP Seal applicants, notifying applicant to contact the company USCBP Seal Coordinator.
- 4. Company USCBP Seal Coordinator submits USCBP FORM 3078 to CBP (electronically or in-person) and awaits approval response from USCBP.
- 5. Authorized Signer and Applicant complete the **Badge Application** and **SELECT** the option to add the Seal only if the request has been **approved by CBP**.
- 6. Applicant makes an appointment for Badging.
- Applicant goes to the CBP Seal office at the Badge Office with badge application to receive CBP approval stamp on application, then returns to badge office check-in for processing.
- Note: The Security Badge Office <u>does not</u> make any decisions regarding the USCBP Seal requirements or approval processes. Please refer all your inquiries regarding the USCBP Seal requirements to the USCBP Security Seal team at LAX at: (310) 348-2850.

Figure 22: Sample Email Notification to Contact Company USCBP Seal Coordinator



Authorized Signers' Computer-Based Training Processes

STEP 1: Onboarding a New Authorized Signer for a Newly Enrolled Company

1. The nominated Authorized Signer (AS) submits a completed Signatory & Training Authority Request Form (STARF), signed by the company's Highest-Ranking Local Official or designee requesting addition of the AS. (Figure 23).

Note: In addition, newly nominated **AS** information may be included in the company's **Letter of Intent (LOI)**.

25 ANGELES WORLD AIRPORTS	SIGNATORY & TRA REQUES	AINING AUTHORITY	7333 4	LOS ANGELES, CA 9004 (424) 646-550
APPLICANT INFORMATION – π	HIS SECTION MUST BE COMPLETED BY APPLI	ICANT (PRINT CLEARLY OR TY	'PE)	
vovide requested information (below) for forms or Certified Trainers for the mand-	r applicant being added or removed from acti atom Airport Security Training (49 CER 1542	tive list of approved Authorized 213(b)) for the referenced cor	al Signers for LAX Secu	urity Badge / ID Card
LAST NAME (Applicant)	FIRST NAME			SUFFIX
SOCIAL SECURITY NUMBER		BADGING JOB ROLE		
EMAIL ADDRESS	CONTACT NUMBER	R	FAX#	
	· · · · · · · · · · · · · · · · · · ·	-		-
o add or update Signatory Authority, ha order of the box provided. To ensure au	we applicant provide signature inside the bo thenticity, this signature will be compared to a	and used to validate the signa	K ink. This signature r iture provided on ALL L	nust not extend beyond the AX Security Badge forms.
CREENING NOTICE: Any employe	e holding a credential granting access to	a Security Identification Di	splay Area may be s	creened at any time while
aining access to, working in, or leave	ing a Security Identification Display Area.			
COMPANY INFORMATION - TH	IS SECTION MUST BE COMPLETED BY COMPA	WY (CLEARLY PRINT OR TYPE	,	
COMPANY NAME	DIVISION NAME		ORGANIZATION	ODE
LEASE NOTE: All Authorized Signe ust successfully complete a fingerpr	rs / Certified Trainers with or without ar int-based criminal history record check w	n active LAX Security Bad with no record of a disqualif	ge / ID Card, pursuar ying conviction.	nt to federal mandate,
LEASE NOTE: All Authorized Signe nust successfully complete a fingerpi IGNATORY AUTHORITY REQU Add Authorized Signer	In a set of the set of	n active LAX Security Bad with no record of a disqualif e Information	ge / ID Card, pursuar ying conviction. Remove Autho	nt to federal mandate, orized Signer
LEASE NOTE: All Authorized Signe nust successfully complete a fingerp. IGNATORY AUTHORITY REQU Add Authorized Signer TRAINER CERTIFICATION REQ	ITS / Certified Trainers with or without ar rint-based criminal history record check w JEST – MARK APPROPRIATE BOX Renew / Update Signature UEST – MARK APPROPRIATE BOX	n active LAX Security Bad with no record of a disqualif e Information	ge / ID Card, pursuar ying conviction.	nt to federal mandate, prized Signer
LEASE NOTE: All Authorized Signe nust successfully complete a fingerp IGNATORY AUTHORITY REQU Add Authorized Signer TRAINER CERTIFICATION REQ Add Certified Trainer	ITS / Certified Trainers with or without ar rint-based criminal history record check w JEST – MARK APPROPRIATE BOX Renew / Update Signature UEST – MARK APPROPRIATE BOX Renew / Update Trainer In	n active LAX Security Bad, with no record of a disqualif e Information [nformation	ge / ID Card, pursuar ying conviction. Remove Autho	nt to federal mandate, prized Signer fied Trainer
PLEASE NOTE: All Authorized Signe nust successfully complete a fingerp IGNATORY AUTHORITY REQU Add Authorized Signer TRAINER CERTIFICATION REQ Add Certified Trainer COMPANY CERTIFICATION - *	ITS / Certified Trainers with or without ar rint-based criminal history record check w JEST – MARK APPROPRIATE BOX Renew / Update Signature UEST – MARK APPROPRIATE BOX Renew / Update Trainer In UST BE COMPLETED BY HIGHEST RANKING	n active LAX Security Bady with no record of a disqualif e Information [nformation]	ge / ID Card, pursuar ying conviction. Remove Authon Remove Certin	nt to federal mandate, prized Signer fied Trainer
PLEASE NOTE: All Authorized Signe nust successfully complete a fingerp (IGNATORY AUTHORITY REOL) Add Authorized Signer RAINER CERTIFICATION REO) Add Certified Trainer COMPANY CERTIFICATION = Certify to LAWA and attest under the ILAX Security Badges or ID Cards is nd must be returned when restricted a	Ins / Certified Trainers with or without ar rint-based criminal history record check w JEST — MARK APPROPRIATE BOX CONTRACT OF CONTRACT OF CONTRACT WEST — MARK APPROPRIATE BOX CONTRACT OF CONTRACT OF CONTRACT CONTRACT OF CONTRACT OF CONTRACT CONTRACT OF CONTRACT OF CONTRACT PENDING OF CONTRACT OF CONTRACT PENDING OF CONTRACT OF CONTRACT OF CONTRACT CONTRACT OF CONTRACT OF CONTRACT OF CONTRACT CONTRACT OF CONTRACT OF CONTRACT OF CONTRACT OF CONTRACT CONTRACT OF CONTRACT	n active LAX Security Bad, with no record of a disqualif e Information [nformation] LOCAL COMPANY OFFICIAL ation is correct and all name enced organization are the pr ation, separation from employ	Jo Card, pursuar ying conviction. Remove Autho Remove Certii Remove Certii sand signatures are operty of the Los Ang ment or upon demans	nt to federal mandate, orized Signer fied Trainer valid. It is understood the reles World Aliports (LAWA I by LAWA.
LEASE NOTE: All Authorized Signe nuet successfully complete a fingerp iGNATORY AUTHORITY REQU Add Authorized Signer RAINER CERTIFICATION REQ Add Certified Trainer COMPANY CERTIFICATION – # COMPANY CERTIFICATION – # COMPANY CERTIFICATION – # ILAX Security Badges or ID Cards is nd must be returned when restricted a HIGHEST RANKING OFFICIAL (PRINT	Ins / Certified Trainers with or without ar rint-based criminal history record check w UEST — MARK APPROPRIATE BOX CONTRACT OF CONTRACT OF CONTRACT UEST — MARK APPROPRIATE BOX CONTRACT OF CONTRACT OF CONTRACT OF CONTRACT Renew / Update Trainer In UST BE COMPLETED BY HIGHEST RANKING I penalty of perjury that the above informa sued to the employees of the above-referer rea access is no longer required, upon expire NAME)	n active LAX Security Bad, with no record of a disqualif e Information [nformation] LOCAL COMPANY OFFICIAL ation is correct and all name enced organization are the pr ation, separation from employ COMPANY JOB TITLE	Jo Card, pursuar ying conviction. Remove Autho Remove Certii Remove Certii sand signatures are operty of the Los Ang ment or upon demane	nt to federal mandate, orized Signer fied Trainer valid. It is understood the reles World Airports (LAWA I by LAWA.
PLEASE NOTE: All Authorized Signe nuet successfully complete a fingerp SIGNATORY AUTHORITY REQU Add Authorized Signer RAINER CERTIFICATION REQ Add Certified Trainer COMPANY CERTIFICATION — w certify to LAWA and attest under the ILAX Security Badges or ID Cards is nd must be returned when restricted a HIGHEST RANKING OFFICIAL (PRINT SIGNATURE	Ins / Certified Trainers with or without ar rint-based criminal history record check w UEST — MARK APPROPRIATE BOX CONTRACT OF CONTRACT OF CONTRACT UEST — MARK APPROPRIATE BOX CONTRACT OF CONTRACT OF CONTRACT OF CONTRACT Renew / Update Trainer In UST BE COMPLETED BY HIGHEST RANKING DEFINITION OF CONTRACT OF CONTRACT OF CONTRACT NAME)	n active LAX Security Bad, with no record of a disqualif e Information [nformation [LOCAL COMPANY OFFICIAL ation is correct and all name ation, separation from employ COMPANY JOB TITLE DATE (MMDDMYYY)	pe / ID Card, pursuar ying conviction. Remove Autho Remove Certii Remove Certii es and signatures are soperty of the Los Ang yment or upon demand	nt to federal mandate, prized Signer fied Trainer valid. It is understood the leles World Airports (LAWA I by LAWA.
LEASE NOTE: All Authorized Signe nuet successfully complete a fingerp iGNATORY AUTHORITY REQU Add Authorized Signer RAINER CERTIFICATION REQ Add Certified Trainer COMPANY CERTIFICATION = n Control to LAWA and attest under the I LAX Security Badges or ID Cands in a must be returned when restricted a HIGHEST RANKING OFFICIAL (PRINT SIGNATURE X	Ins / Certified Trainers with or without ar rint-based criminal history record check w UEST — MARK APPROPRIATE BOX CONTRACT OF CONTRACT OF CONTRACT UEST — MARK APPROPRIATE BOX CONTRACT OF CONTRACT OF CONTRACT OF CONTRACT CONTRACT OF CONTRACT OF CONTRAC	n active LAX Security Bady with no record of a disqualif e Information [Information] LOCAL COMPANY OFFICIAL ation is correct and all name enced organization are the pr ration, separation from employ COMPANY JOB TITLE DATE (MM/DD/YYY) /	Jo Card, pursuar jung conviction. Remove Autho Remove Certif Remove Certif sand signatures are yment or upon demane	nt to federal mandate, prized Signer fied Trainer valid. It is understood the reles World Airports (LAWA I by LAWA.
LEASE NOTE: All Authorized Signe nuat successfully complete a fingerp iGNATORY AUTHORITY REQU Add Authorized Signer RAINER GERTIFICATION REQ Add Certified Trainer COMPANY CERTIFICATION — I certify to LAWA and attest under the ILLAX Security Badges or ID Cands is and must be returned when restricted a HIGHEST RANKING OFFICIAL (PRINT SIGNATURE X	Ins / Certified Trainers with or without ar init-based criminal history record check w JEST — MARK APPROPRIATE BOX Renew / Update Signature NUEST — MARK APPROPRIATE BOX PRENEW / Update Signature NUEST — MARK APPROPRIATE BOX PRENEW / Update Trainer In UST BE COMPLETED BY HIGHEST RANKONG PRENEW / Update Trainer In UST BE COMPLETED BY HIGHEST RANKONG PRENEW / Update Trainer In UST BE COMPLETED BY HIGHEST RANKONG PRENEW / Update Trainer In UST BE COMPLETED BY HIGHEST RANKONG PRENEW / Update Trainer In UST BE COMPLETED BY HIGHEST RANKONG PRENEW / Update Trainer In UST BE COMPLETED BY HIGHEST RANKONG PRENEW / Update Signature PRENEW / Update Signa	n active LAX Security Bad, with no record of a diaqualif e Information [Information] LOCAL COMPANY OFFICIAL tation is correct and all name enced organization from employ companization are the pration, separation from employ COMPANY JOB TITLE DATE (MM/DD/YYYY)] /	pe / ID Card, pursuar ying conviction, Remove Authon Remove Certif es and signatures are roperty of the Los Ang yment or upon demand	nt to federal mandate, prized Signer fied Trainer valid. It is understood the reles World Airports (LAWA) I by LAWA.
LEASE NOTE: All Authorized Signe nust auccessfully complete a fingerp is in the second second second second second Add Authorized Signer RAINER CERTIFICATION REC Add Certified Trainer COMPANY CERTIFICATION - In Certify to LAWA and attest under the ILAX Security Badges or ID Cands ILAX Security Badges or ID Cands HIGHEST RANKING OFFICIAL (PRINT SIGNATURE X ECURITY CREDENTIALS SEC Add to Email Contact List	In a Certified Trainers with or without ar init-based criminal history record check w UEST — MARK APPROPRIATE BOX Renew / Update Signature UEST — MARK APPROPRIATE BOX Renew / Update Signature UST BE COMPLETED BY HIGHEST RANKING UST OF COMPLETED BY HIGHEST RANKING UST OF perjury that the above informa issued to the employees of the above-reference access is no longer required, upon expiri- (NAME) C TION (BADGE OFFICE) USE ONLY Remove from Email Contact List	n active LAX Security Bad, with no record of a disqualif e Information [hormation] LOCAL COMPANY OFFICIAL atom is correct and all name record organization from employ COMPANY JOB TITLE DATE (MMDDMYYY) / Update Email Co	pe / ID Card, pursuar ying conviction. Remove Authon Remove Certitions Remove Certitio	ti to federal mandate, prized Signer fied Trainer valid. It is understood the lefes World Airports (LAWA) i by LAWA.
LEASE NOTE: All Authorized Signe nuet successfully complete a fingerp iGNATORY AUTHORITY REQI Add Authorized Signer RAINER CERTIFICATION REQ Add Certified Trainer COMPANY CERTIFICATION – R COMPANY CERTIFICATION CODE COMPANY CREDENTIALS SEC Add to Email Contact List SIGNATURE AUTHORIZATION CODE	Ins / Certified Trainers with or without ar rint-based criminal history record check w UEST — MARK APPROPRIATE BOX CONTROL OF CONTROL OF CONTROL OF CONTROL UEST — WARK APPROPRIATE BOX CONTROL OF CONTROL OF CONTROL OF CONTROL Renew / Update Trainer In UST BE COMPLETED BY HIGHEST RANKING Penalty of perjury that the above informa sued to the employees of the above reference rea access is no longer required, upon expirit (NAME) CONTROL OF CONTROL OF CONTROL OF CONTROL (CONTROL OF CONTROL OF C	n active LAX Security Bad, with no record of a disqualif e Information [nformation] LOCAL COMPANY OFFICIAL ation is correct and all name enced organization are the pr ation, separation from employ COMPANY JOB TITLE DATE (MMOD/YYYY)] [Update Email Co R EINGERPRINT DATE	pe / ID Gard, pursuar ying conviction. Remove Autho Remove Certii Remove Certii s and signatures are roperty of the Los Ang ment or upon demand	tt to federal mandate, orized Signer fied Trainer valid. It is understood the yeles World Airports (LAWA lay LAWA.
LEASE NOTE: All Authorized Signe nuet successfully complete a fingerp <i>iGNATORY AUTHORITY REOL</i> Add Authorized Signer <i>RAINER CERTIFICATION REO</i> Add Certified Trainer <i>COMPANY CERTIFICATION – COMPANY CERTIFICATION CERTIFICATION CERTIFICATION CERTIFICATION CERTIFICATION CERTIFICAT</i>	Ins / Certified Trainers with or without ar rint-based criminal history record check w UEST — MARK APPROPRIATE BOX CONTRACT APPROPRIATE BOX CONT	n active LAX Security Bad, with no record of a disqualif e Information [nformation] LOCAL COMPANY OFFICAL ation is correct and all name enced organization are the pr ation, separation from employ COMPANY JOB TITLE DATE (MMDD/YYYY) / [Update Email CO R FINGERPRINT DATE] /	pe / ID Card, pursuar ying conviction. Remove Autho Remove Certii ss and signatures are roperty of the Los Ang yment or upon demans	tt to federal mandate, prized Signer fied Trainer valid. It is understood the reles World Algoorts (LAWA f by LAWA f t Company Fact Shee / /
LEASE NOTE: All Authorized Signe nust successfully complete a fingerp <i>IGNATORY AUTHORITY REQI</i> Add Authorized Signer <i>RAINER CERTIFICATION REQ</i> Add Certified Trainer <i>COMPANY CERTIFICATION – M</i> COMPANY CERTIFICATION – M COMPANY CREDENTIFICATION CODE ADD CREDITY CREDENTIFICATION CODE APPROVAL AUTHORITY	Ins / Certified Trainers with or without ar rint-based criminal history record check w UEST — MARK APPROPRIATE BOX Renew / Update Signature UUEST — MARK APPROPRIATE BOX Renew / Update Trainer In UST BE COMPLETED BY HIGHEST RANGING IN DECOMPLETED BY HIGHEST RANGING I penalty of perjury that the above informa sued to the employees of the above-refer rea access is no longer required, upon expire INAME) COM TION (BADGE OFFICE) USE ONLY Remove from Email Contact List SECURITY BADGE-ID CARD NUMBE APPROVAL DATE	n active LAX Security Bad, with no record of a disqualif e Information [nformation] LOCAL COMPANY OFFICIAL ation is correct and all name enced organization are the pr ation, separation from employ COMPANY JOB TITLE DATE (MMODMYYY)] [Update Email Co R FINGERPRINT DATE] SIGNATURE SCANNED	P / ID Card, pursuar ying conviction. Remove Autho Remove Certii Remove Certii sand signatures are operty of the Los Ang ment or upon demand //	nt to federal mandate, prized Signer fied Trainer valid. It is understood the reles World Amorts (LAWA / by LAWA. / / / / / / / / / / / / /
PLEASE NOTE: All Authorized Signe nuet successfully complete a fingerp SIGNATORY AUTHORITY REQL Add Authorized Signer RAINER CERTIFICATION REQ Add Certified Trainer COMPANY CERTIFICATION = # COMPANY CERTIFICATION COMPANY AUTHORIZATION COMPANY AUTHORIZATION COMPANY AUTHORIZATION COMPANY AUTHORITY	Ins / Certified Trainers with or without ar int-based criminal history record check w UEST - MARK APPROPRIATE BOX CONTRACT OF CONTRACT OF CONTRACT WEST - MARK APPROPRIATE BOX CONTRACT OF CONTRACT OF CONTRACTOR OF CONTRACT OF CONTRACT OF CONTRACT OF CONTRACT OF CONTRACTOR OF CONTRACT	n active LAX Security Bad, with no record of a diaqualif e Information [Information] LOCAL COMPANY OFFICIAL tation is correct and all name enced organization from employ COMPANY JOB TITLE DATE (IMMODITYYY)] [Update Email CO R FINGERPRINT DATE]] SIGNATURE SCANNED	pe / ID Card, pursuar ying conviction, Remove Autho Remove Certit as and signatures are roperty of the Los Ang ment or upon demand	ti to federal mandate, prized Signer fied Trainer valid. It is understood the reles World Airports (LAWA / by LAWA. / / the Company Fact Shee / // // ATE / / /

Figure 23: LAX Security Badge/ID Card Signatory & Training Authority Request Form

Note: This form can be downloaded from the Security Badge Office website in the Authorized Signer portal at this link: <u>http://sbo.enroll.lawa.org/Files/Signatory.pdf</u>

Note: You will have access to the **Authorized Signer portal** to access this and other badging forms and reports, once your ECMU Coordinator provides you with your login information.

- The Badge Office Company Coordinator provides the STARF and the Fingerprint / Exempt Profile Request Form (FEPRF) to the nominated AS for completion. The information on the Signatory Authority Information section on the FEPRF should correlate with the information on the company's Letter of Intent (LOI).
- 3. The nominated AS will email the STARF and copy of the FEPRF to the company's assigned Badge Coordinator at the Security Badge Office's Enrollment and Contact Management Unit (ECMU), and copy sboenrollments@lawa.org
- **4.** Upon receipt of the **STARF** and **FEPRF**, the Badge Coordinator reviews the forms and schedules the **nominated AS** for fingerprinting.

Note: In order to avoid unnecessary delays in the processing of the **Security Threat Assessment (STA)** portion of the **Criminal History Records Check** process, foreign-born applicants, **whether or not they are U.S. citizens**, are strongly encouraged to submit their **Alien Registration Number (ARN)** to the Security Badge Office at time of fingerprinting.

 Pursuant to approval of the fingerprints, the ECMU Badge Coordinator submits the copy of the FEPRF to the Badge Office Credentialing Support Services (CS) for creation of the AS Computer-Based Training (CBT) account.

Note: Only the Mandatory Training courses will be assigned to newly nominated Authorized Signers.

Note: SIDA Icons will not be issued with the 1st badge. Pursuant to completion of the appropriate mandatory training courses and issuance of an initial badge; if **SIDA Icons** are required, the **AS** should have indicated such on the **FEPRF** that was emailed to the badge coordinator.

- 6. If the Authorized Signer did not indicate the need for **SIDA Icons** on the **FEPRF**, then the **AS** must submit a request to the Badge Coordinator.
- **7.** The Badge Coordinator will complete the **Icon Request Form** for activation of training account. This will initiate the request for the **SIDA Icon Training** courses.
- **8. CS** emails the **CBT** account activation email to the Authorized Signer for completion of the appropriate training before badging.
- **9.** The Authorized Signer will email their completed course training certificate to the ECMU Badge Coordinator, and the coordinator will provide the Authorized Signer with a unique personal login to access the Authorized Signer portal on the Badge Office website.
- 10. The Authorized Signer follows the processes identified below: On the 2nd page of the FEPRF application, in the Signatory Authority USE ONLY section, the Authorized Signer will complete the appropriate section (s), based on verifiable operational need. (Figure 24).
 - Badge Type: SIDA or Sterile
 - SIDA Icon Training (based on operational need)
 - > USCBP Seal Request (Custom Seal Request)
 - Exempt Status (LEO / TSA)

Figure 24: Fingerprint / Exempt Profile Request Form (FEPRF) (Page 2)

			2. 12.010.000									
LAX SE	CURITY C	REDENTIALS	S – FINGER	PRINT / EXEMPT	PROFILE REQ	UEST FORM -	PAGE 2					
PRIVACY ACT NOTICE Authority: 6 U.S.C. § 1140, 46 Recommendations of the 9/11 ((132 Stat. 3186, Public Law 115	AND EMI U.S.C. § 701 Commission A i-254, Oct 5, 2	PLOYEE CER 05; 49 U.S.C. §§ 1 Act of 2007, § 1520 2018), and Executi	TIFICATIO 06, 114, 5103a 0 (121 Stat. 444 ive Order 9397	<mark>V — <i>THIS SECTION MU</i> a, 40103(b)(3), 40113, 4 ., Public Law 110-53, A (November 22, 1943),</mark>	ST BE COMPLETED 4903, 44935-44936, ıgust 3, 2007); FAA as amended.	BY APPLICANT 44939, and 46105; t Reauthorization Act o	the Implementing of 2018, § 1934(c)					
Purpose: The Department of H information will be provided to t Identification (NGI) system or its information in NGI after the con retained by NGI. DHS will also f	wation will be provided to the Federal Bureau of Investigation (FB) for the purpose of comparing your fingerprints to other fingerprints in the FBI's Next Generation trification (NGI) system or its successor systems including civil, criminal, and latent fingerprint repositories. The FBI may retain your fingerprints and associated mation in NGI after the completion of this application and, while retained, your fingerprints may continue to be compared against other fingerprints submitted to or need by NGI. DHS will also transmit your fingerprints for enrollment into US-VISIT Automated Biometrics Identification System (IDENT).											
DHS will also maintain a nation noncompliance with aviation se record and have the individual's identity, the individual must sen	HS will also maintain a national, centralized revocation database of individuals who have had airport or aircraft operator-issued identification media revoked for oncompliance with aviation security requirements. DHS has established a process to allow an individual whose name is mistakenly entered into the database to correct the scord and have the individual's name expunged from the database. If an individual who is listed in the centralized database wishes to pursue expungement due to mistaken entity, the individual must send an email to TSA at Aviation.workers@tsa.dhs.gov.											
Routine Uses: In addition to those disclosures generally permitted under 5 U.S.C. § 522a(b) of the Privacy Act, all or a portion of the records or information contained in this system may be disclosed outside DHS as a routine use pursuant to 5 U.S.C. § 522a(b)(3) including with third parties during the course of a security threat assessment, employment investigation, or adjudication of a waiver or appeal request to the extent necessary to obtain information pertinent to the assessment, investigation, or adjudication of your application or in accordance with the routine uses identified in the TSA system of records notice (SORN) DHS/TSA 002, Transportation Security Threat Assessment System. For as long as your fingerprints and associated information are retained in NGI, your information may be disclosed pursuant to your consent or without your consent as permitted by the Privacy Act of 1974 and all applicable Routine Uses as may be published at any time in the FBI's Blanket Routine Uses.												
Disclosure: Pursuant to § 1934 credentials. For SIDA applicatio voluntary, if you do not provide	(c) of the FA/ ns, failure to p the informatio	A Reauthorization , provide this inform in requested, DHS	Act of 2018, TS ation may resu may be unable	SA is required to collect It in denial of a credenti to complete your secu	your SSN on applica al. For other aviation rity threat assessme	tions for Secure Ider credentials, although nt.	tification Display Area (SIDA) n furnishing your SSN is					
The information I have provided statement can be punished by fi	is true, compl ne or imprisor	lete, and correct to ment or both (see	the best of my Section 1001 o	knowledge and belief an f Title 18 of the United S	d is provided in good tates Code).	faith. I understand th	at a knowing and willful false					
I authorize the Social Security Admin Programs (TSA-10)/Aviation Worke	stration to relea r Program, 659	se my Social Security 5 Sprinafield Center	Number and full Drive, Springfiel	name to the Transportation Id. VA 20598-6010.	Security Administration,	Enrollments Services ar	nd Vetting Programs, Attention: Vetting					
I am the individual to whom the i false to obtain information from By my signature below, I certify t 49 CFR 1540 105(a)	nformation ap Social Securit hat I have rea	plies and want this y records, I could b d the Privacy Act N	information rel e punished by lotice and that l	eased to verify that my s a fine or imprisonment c will not tamper or interfe	SN is correct. I know r both. ere with, modify, or cir	that if I make any rep cumvent any securit	oresentation that I know is y system in accordance with					
APPLICANT NAME (Print)					DATE OF BIRTH	(MM/DD/YYYY)						
					1	1						
APPLICANT SIGNATURE					SOCIAL SECUR	ITY NUMBER						
x						- · ·	-					
SCREENING NOTICE: Any em	ployee holdi	ng a credential gr	anting access	to a Security Identific	ation Display Area r	nay be screened at	any time while gaining					
SIGNATORY AUTHORI	TY USE O	NLY – THIS SEC	TION MUST BE	COMPLETED BY COM	PANY – NOT THE AF	PPLICANT						
BADGE TYPE			SIDA ICON	TRAINING		USCBP SEA						
		amiliarization (A			Driver (RAD)	Red – Zone	1 Black – Zone 2					
	□ Aircraft	Surface Mover	ment (ASM)	Air Traffic Cont	rol (ATC)	EXEMPT STATU						
☐ Terminal ID (Sterile)		Fueler			scort (E)	LEO/TSA (Credential No						
I certify to LAWA under pena Further, I have reviewed the COMPLETED AND VERIFIED	information	y, that the emplo and statements	yee named or on this appli	n this fingerprint app cation and signed ar	ication is a direct o Ind dated this form	employee for the o ONLY AFTER ALL	rganization listed below. INFORMATION WAS					
COMPANY NAME			DIVISIO	N NAME		ORGANIZATI	ON CODE					
	PRINT NAME)					SIGNATURY						
AUTHORIZED SIGNATURE		TURE)		/	AUTHORIZED D							
x	- (ALL SIGNAL	UNE)				1	1					
					Form valid for 14	calendar days from c	late authorized above.					
SECURITYCREDENTIAL	SECTION	(BADGE OFFIC	E) USE ONL	Ŷ								
REASON FOR FINGERPRI	NTS											
							L) Utner					
SUB COUNTER AGENT (STA	IVIP OR PRINT)											
WARNING: This record contains know", as defined in 49 CFR parts	Sensitive Secu 15 and 1520,	urity information that except with the writh	t is controlled ur itten permission	nder 49 CFR parts 15 an of the Transportation Se	d 1520. No part of this curity Administration of	record may be disclo or the Secretary of Tra	sed to persons without a "need to insportation. Unauthorized release					
may result in GMI penalty of Other	aution, FOLU.S	s. government, publ	ic disclosure is (juverneu by o. U.S.U. 562	LAX Se	ecurity Badge - Fing	erprint Request Form 8/2024					

Authorized Signers Computer-Based Training Processes (continued)

STEP 2: Existing Company New Authorized Signer

- 1. The Highest-ranking local company official submits a completed **Signatory & Training Authority Request Form (Figure 23, pg. 24)** to the ECMU Badge Coordinator, to Add the new Authorized Signer.
- Note: For Authorized Signers who are **not badged**, follow instructions **2 7** and 9, in **STEP 1** above.
- Note: For new Authorized Signer applicants who are badged, follow instructions **2 5** and 9, in **STEP 1** above.

How to Access CBT Results Report for Your Employees

The new Training Assignments and Latest Results (IET) Report was created for Authorized Signers to view the training(s) assigned to applicants, and the most recent result status, and the expiration date.

Please use the following steps to access the report.

1. Access the Authorized Signer (AS) Portal using your **AS** login. http://sbo.enroll.lawa.org/Account/ApplicationLogin.aspx

https://sbo.enroll.lawa.or	rg/Account/ApplicationLogin.aspx				
G Google 🔘 Start Center	🔹 SCS Time-Off Reque 🎦 Air Schedule Power	AUP American Legal Pub	ot Asset Management	₿ [₿] CAS - Contract App	🛞 Calendar
	Using Sandard Authentication LOGIN NAME: PASSWORD: Login Messages:	GIN CANCEL			

2. In the Authorized Signer's Portal, go to "Modules" and click on OAS, then select "Reports" from the menu.

1	Los Angeles	World Airpo	orts™		-
(Credentialing Sys	stem v2.0			
		Home	CREDENTIALING REVIEW	REPORTS	FORMS
ſ	ECMU				
I	ACRU				1
I	□BU				
	FAU				
I		MIN.			
I	DOAS	Report	rts		
I	SAAU	Digita	I Forms		
L	RACU				
	VAAU				
	SAFE				
	СОММ				
	Data Browser				
					ERIAIIV

3. In the Reports for OAS module, select **IET Training Assignments and Latest Results** from the report list.



4. In the OAS Training Assignments and Latest Results (IET) Report screen, the report will allow you to make several selections for your report.

OAS Traini	ing Assignm	ents and Latest Results	s (IET) Rep	ort				
Company 0	0004	~	Division	01	~	VIEW REPORT	PDF	V DOWNLOAD
Training A	All	~	Person	ALL	~			
Result Status	S ALL	*						

You may filter the report by Training, Person, or Result Status (ALL/PASS/FAILED).

OAS Training Assignments and Latest Results (IET) Report											
Company	000 🗸	Division	01	VIEW REPORT	PDF v	DOWNLOAD					
Training Result State	All All All Ali Traffic Control (ATC) Aircraft Surface Movement (ASM) Airport Operations Monthly Training - September AOA Familiarization Constraining - September	Person	ALL V]							
	Authorized Signer Training Emergency Management Series (English) Emergency Management Series (Spanish) Escorting Procedures Training Human Trafficking Awareness Human Trafficking Prevention at Airports Restricted Area Driver (RAD) Training Restricted Area Driver (RAD) Training Spanish Security (SIDA) Training SIDA Refresher Sterile Area Training										

OAS Trai	OAS Training Assignments and Latest Results (IET) Report											
Company	000	~	Division	01	VIEW REPORT	PDF						
Training	All	~	Person	ALL	•							
Result Stat	us All All PASS FAILED	~										

5. Once you make your report selections, click on "View Report" to view a copy on screen.

OAS Train	ning Assignments and Lat	est Results (IET) Rep	ort						
ompany	0004	~	Division	01	VIEV	VREPORT	PD	F 🗸 Dow	NLOAD	
raining	All	~	Person	ALL	~					
esult State	us ALL	~								
	ዶ 👔 🖡 🚺 of 469					- (+ Automatic Zoo	m ¢		
				LAX Los Angeles World Airports	Los / Trainir Company-Divis	Angele LA ng Assign	S Internation	Results (IET)		_
				Name	Training Name	ls Mandatory	Assigned Training	Latest Test Date	Expiration Date	Result
					Restricted Area Driver	No	Date	5/27/2022 12:00:00	5/26/2024 12:00:00	PASS
					Restricted Area Driver (RAD) Training - Spanish	No		5/27/2022 12:00:00 AM	5/26/2024 12:00:00 AM	PASS
					Authorized Signer Training	No	7/31/2024 7:21:00 PM			
					Emergency Management Series (English)	Yes	8/9/2024 5:57:39 AM			
					Emergency Management Series (Spanish)	Yes	8/9/2024 5:57:39 AM			
					Human Trafficking Awareness	Yes	8/9/2024 5:57:39 AM			
					Human Trafficking Prevention at Airports	Yes	8/9/2024 5:57:39 AM			
					Security (SIDA) Training	Yes	7/3/2024 12:00:00 AM	7/31/2024 12:27:00 PM	7/31/2026 12:27:00 PM	FAILED
					SIDA Refresher	Yes	7/3/2024 12:00:00 AM			
					Emergency Management Series (English)	Yes	8/9/2024 5:47:21 AM			
					Emergency Management Series (Spanish)	Yes	8/9/2024 5:47:21 AM			
					Human Trafficking Awareness	Yes	8/9/2024 5:47:21 AM			

Company 0004 Fraining All	~	Division Person	01	VIEV	V REPORT	PDI	DOW	NLOAD	
Result Status ALL	~				-	+ Automatic Zoo	m ÷		
			LAX Los Angeles World Airports	Los / Trainir	Angele LA) ng Assign	s Internatio X Security Badge ments & Latest	en Airport Results (IET)		_
			Name	Training Name	ls Mandatory	Assigned Training	Latest Test Date	Expiration Date	Result
				Authorized Signer	No	7/30/2024 4:10:01 PM	8/8/2024 2:52:00 PM	8/8/2025 2:52:00 PM	PASS
				Emergency Management	Yes	7/3/2024 12:00:00 AM	8/8/2024 1:12:00 PM	8/8/2026 1:12:00 PM	PASS
				Emergency Management Series (Spanish)	Yes	8/9/2024 6:15:03 AM			
				Human Trafficking	Yes	7/3/2024 12:00:00 AM	8/7/2024 10:22:00 PM	8/7/2026 10:22:00 PM	PASS
				Human Trafficking Prevention at Airports	Yes	7/3/2024 12:00:00 AM	8/7/2024 10:10:00 PM	8/7/2026 10:10:00 PM	PASS
				Security (SIDA) Training	Yes	7/3/2024 12:00:00 AM	8/7/2024 9:31:00 PM	8/7/2026 9:31:00 PM	PASS

6. To download the report, select the file type for your report from the dropdown, and click the "Download" button. A pop-up with your downloaded report should appear to allow you to open and save the report.

OAS Training Assignments and Latest Results (IET) Report											
Company Training Result Stat	0004 - LAX AIRPORT POLICE Ali tus ALL	> >	Division Person	01 - AIRPORT POLICE ALL	VIEW REPORT	PDF DOWNLOAD PDF Excel CSV Word TIFF (Image)					

Note: This report should be available in the Authorized Signer's portal now. If you are unable to access the report, please send an email to <u>badgetrainingsupport@lawa.org</u> and reference the **OAS Training Assignments and Latest Results (IET) Report** in the subject line.

QUICK TIPS AND BEST PRACTICES:

- Access the Authorized Signer Portal at least weekly to view and review the various badging reports.
- > Make Badge Accountability part of your routine assignments as an Authorized Signer.
- Conduct weekly Badge Reconciliation so that you are aware of the expiration dates of employee badges.
- Prepare for employees to renew their badges at least 60 days prior to their expiration dates.
- Encourage employees to schedule appointments for badge renewals. Walk-ins are serviced based on operational need and resource availability.
- Ensure that all your employees have taken the mandatory and/or required SIDA lcon Computer-Based Training courses before they come to the Badge Office.
- Ensure that employees have printouts of completion of the Computer-Based Training at the time of badging.
- DO NOT TAKE MANDATORY TRAININGS UNLESS BADGES ARE ABOUT TO EXPIRE! WE RECOMMEND ABOUT 30-60 DAYS BEFORE THE BADGE EXPIRATION DATE.
- Ensure that your employees take their required training for SIDA Icons like RAD, ASM, ATC, Escort (E), etc. These icons <u>will not</u> be rolled over without the required CBT Training.
- Ensure your company's Seal Coordinator submits renewal US Customs Seal applications well in advance of a seal approval renewal, every two (2) years.