

Authorized Signatory Training Rapid City Regional Airport



RAPID CITY
R E G I O N A L **AIRPORT**

Current Feb 2013

Definition & Annual Training

- Definition: An individual or designated representative who is authorized to sponsor individuals and request airport identification media (SIDA and/or AOA) on behalf of their agency.
- The Transportation Security Administration (TSA) requires annual training for all Authorized Signatories. Any individual who has not completed Authorized Signatory training within the previous 12 months will not be permitted to sign Airport badging documents.
- Training records will be kept on file for each Signatory Authority for 12 calendar months.

Badge Applications

- A Signatory Authority should never sign blank badge applications.
- Badge applications will be completed by the applicant prior to being signed by the Authorized Signatory.
- Security Identification Display Area (SIDA) badge applications must be signed before the fingerprinting process can begin.
- It is the responsibility of the Authorized Signer to inform applicants of the required proof of identification that must accompany all new badge applications.

Badging Process

- SIDA:
 - SIDA badge application must be filled out and signed by the Authorized Signer before being submitted to the Airport Manager's Office.
 - Applicant will provide two forms of government issued identification for verification.
- AOA:
 - Applicant name must be on company/hangar Sponsor List before application can be started.
 - AOA badge application must be submitted to the Airport Operations Office.
 - Applicant must provide two forms of government issued identification for verification.

Badge Recording & Audits

- Authorized Signer will maintain a complete list of all Airport issued media.
- List is subject to an audit no less than once every 12 months.
- The Authorized Signer is required to review the badging rosters, and must physically review each badge listed on the audit roster to ensure that the data on the badge matches the data on the audit sheet.
- Badging audits must be returned to the Airport within the timeframe noted on the audit documents.

Employee/Tenant Separation

- Authorized Signer will immediately notify the Airport Operation's Office if a badged individual is separated, voluntarily or involuntarily, from their company or hangar.
- Authorized Signatory will return the AOA or SIDA badge to the Airport Operation's Office within 72-hours of notice of employee or tenant separation.

General Requirements

- An Authorized Signer must keep the Airport updated with current contact information, including name, company name, company mailing address, email address, and company phone number.
- A “Signature comparison” page will also need to be signed and kept on file with the Airport that contains the name, agency name, and signature of the Authorized Signer. This will be used for signature comparison for all signed security related paperwork.
- The Authorized Signer will immediately notify the Airport if they have knowledge that an employee or tenant of their company or hangar has lost their Airport identification media. They will ensure that said employee makes every effort to find the lost identification media before authorizing a replacement badge.
- Please notify the Airport Manager’s Office if you are no longer the Authorized Signer for your company/hangar. At that time, a new Authorized Signer must be appointed and must complete Authorized Signatory training.

Loss of Authorized Signatory Privilege

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

Questions?

- Please direct all questions to:

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