



**HARTSFIELD-JACKSON ATLANTA INTERNATIONAL AIRPORT**  
SIGNATORY AUTHORITY QUICK SHEET



**Departmental Information:**

Hours of Operation:		Cost – Effective April 15, 2010	
<b>Administrative Office:</b>	Mon - Fri 8:15a.m. – 5:00p.m.	<i>SIDA, NON-SIDA &amp; Public Badges:</i>	
<b>Service Hours:</b> <i>The following services are offered</i> - Badge Processing - Fingerprinting - Vehicle Permit/Decal Processing	Mon, Tues, Thurs & Fri 8:30a.m. – 12:00pm & 1:00p.m. – 4:30p.m.	New, Renewal & Upgrade:	\$60.00
	Wed 8:30a.m. – 12:00p.m.	Lost/Stolen or Damaged Replacement:	\$60.00
		Non-Returned:	\$200.00
<b>Fingerprinting Disposition Reviews:</b>	Mon, Tues, Thurs & Fri 3:00p.m. – 4:00p.m.	<i>Fingerprinting:</i>	
		New & Renewal:	\$50.00
<b>Interactive Training: ALL COURSES</b> - Security Awareness - Drivers - Auth. Signatory Refresher (renewals only) - Customer Service	Mon, Tue, Thurs & Fri 8:30a.m. – 11:15a.m. & 1:00p.m. – 4:00p.m. Wed 8:30a.m. – 11:15a.m.	<i>Vehicle Permits/Decals:</i>	
	<b>After-Hours Drivers Training</b> (Reservations required!) Wed 6:30p.m. & 11:30p.m. Contact Airport Operations at 404-530-6620	Lost/Stolen or Damaged Replacement:	\$50.00
<b>New Company Orientation:</b>	Wed 2:00p.m. - No appointments needed	Non-Returned:	\$200.00

- Each day the office will close for lunch from 12:00p.m. to 1:00p.m.

- **Customer Guest Policy:** Due to safety concerns and limited space, we do not service customers with guests (family, friends & children) in our office.

**Documentation Requirements:**

Badge Processing - SIDA, NON-SIDA & Public Badges:	Vehicle Permits/Decals:
<i>New Issue, Renewals &amp; Lost/Stolen/Damaged Replacements:</i>	<i>New Issue, Renewals &amp; Lost/Stolen Replacements:</i>
<ul style="list-style-type: none"> <li>Completed Badge Request Form signed by Auth. Signatory</li> <li>Copy of Fingerprint Clearance Results/Letter</li> <li>Security Awareness Training Completion Date (if applicable)</li> <li>Drivers Training Completion Date (if applicable)</li> <li>AS Refresher Training Completion Date (if applicable)</li> <li>Customer Service Training Completion Date (if applicable)</li> <li>Custom Seal Clearance Results/Letter (if applicable)</li> <li>Two forms of identification (see page 2 for details)</li> <li>Payment (if applicable)</li> <li>Badges can be renewed within 30 days before or after badge expiration</li> </ul>	<ul style="list-style-type: none"> <li>Completed Vehicle Access Permit Request Form</li> <li>Copy of current vehicle registration</li> <li>Payment (if applicable)</li> </ul> <p><u>Please ensure the following information is current &amp; submitted before sending requests:</u></p> <ul style="list-style-type: none"> <li>Certificate of Insurance</li> <li>Project/Sponsorship Letter</li> </ul> <p><i>Please allow a 24-hour processing period from the time each request has been submitted!</i></p>

**Important!**

- **All Auth. Signatory must verify each employee's personal information on the Badge Request Form before it is submitted to the Security Division for processing.**

- Individuals who are renewing their badge may begin the renewal process 30-days prior to their badge expiration date. Badges will automatically deactivate on the badge expiration date.

- **All badges that are no longer needed must be returned to the Security Division for deactivation within a 48- hour time period.**

Fingerprinting:	
<i>New Issue:</i>	<i>Security Threat Assessment (STA) Clearance:</i>
<ul style="list-style-type: none"> <li>Completed Badge Request Form signed by Auth. Signatory</li> <li>Completed Fingerprint Application signed by Auth. Signatory</li> <li>Two forms of identification (see page 2 for details)</li> <li>Payment (if applicable)</li> </ul>	<p><i>All personnel</i> applying for a new SIDA badge must be submitted to the Transportation Security Clearing House (TSC) for additional background checks. Airline personnel, Atlanta Police &amp; Atlanta Fire must be entered into the badging system under a "pending status" until the clearance date is returned (this may take up to 14 days). Thereafter, the Signatory Authority is informed of the individual's clearance status.</p>
<i>Re-Prints:</i>	
30 days after an individual's badge expires they must be re-printed (new-issue requirements apply).	

- **ONLY Auth. Signatories can request fingerprint clearance results.** Employees are not able to request this information and must speak to their Signatory Authority for details.



SIGNATORY AUTHORITY QUICK SHEET

**Lists of Acceptable Documents for Verification of Identity and Employment Eligibility**  
**(SD: 1542-04-08C):**

Choose one document from List A and one document from List B or C, **OR**  
If you don't have a List A document, you must present one document from List B and one document from List C for services.

LIST A	OR	LIST B	AND	LIST C
<p style="text-align: center;"><b>Documents that Establish Both Identity and Employment Eligibility</b></p> <ol style="list-style-type: none"> <li>U.S. Passport or U.S. Passport Card</li> <li>Certificate of U.S. Citizenship (Form N-560 or N-561)</li> <li>Certificate of Naturalization (Form N-550 or N-570)</li> <li>Permanent Resident Card or Alien Registration Receipt Card (Form I-551)</li> <li>Foreign Passport with temporary I-551 stamp or printed notation on a MRIV</li> <li>Employment Authorization Document (Form I-776)</li> <li>Foreign Passport with arrival/departure record (I-94)</li> <li>Passports from the Federated States of Micronesia or the Republic of the Marshall Islands with Form I-94 or Form I-94A</li> </ol> <p style="text-align: center;"><b>Note:</b> <b>A government issued ID (i.e. Driver's license or State ID card) can be used as the second document for Fingerprinting and ID services.</b></p>		<p style="text-align: center;"><b>Documents that Establish Identity</b></p> <ol style="list-style-type: none"> <li>Driver's License or ID card issued by a U.S. state or outlying possession</li> <li>ID card issued by U.S. federal, state or local government agency</li> <li>School ID card with a photograph</li> <li>Voter registration card</li> <li>U.S. Military card or draft record</li> <li>Military dependent's ID card</li> <li>U.S. Coast Guard Merchant Mariner Card</li> <li>Native American tribal document</li> <li>Driver's License issued by a Canadian government authority</li> </ol> <p style="text-align: center;"><b>For persons <u>under the age of 18</u> who are unable to present a document listed above</b></p> <ol style="list-style-type: none"> <li>School record or report card</li> <li>Clinic, doctor or hospital record</li> <li>Day-care or nursery school record</li> </ol>		<p style="text-align: center;"><b>Documents that Establish Employment Eligibility</b></p> <ol style="list-style-type: none"> <li>Social Security card issued by the Social Security Administration (other than a card stating it is not valid for employment)</li> <li>Certification of Birth Abroad issued by the Department of State (Form FS-545)</li> <li>Certificate of Report of Birth issued by the Department of State (Form DS-1350)</li> <li>U.S. Birth Certificate (original or certified copy)</li> <li>Native American tribal document</li> <li>U.S. Citizen ID Card (Form I-197)</li> <li>ID Card for use of Resident Citizen in the U.S. (Form I-179)</li> <li>Unexpired employment authorization document issued by U.S. Department of Homeland Security (other than those listed under List A)</li> </ol>

**Federal Employees:** Federal employees may use U.S. federal employee identification cards to establish employment eligibility and identity under the provisions of this security directive. A second form of government issued ID must be presented for Fingerprinting and ID services.

**Non-U.S. Citizens:** Applicants **must** provide their Alien Registration Number or Non-Immigrant Visa for Fingerprinting and ID services.

**U.S. Citizens Born Abroad:** Applicants **must** provide their U.S. Passport Number, DS-1350 (U.S. Birth Certificate of applicants born abroad), or Alien Registration Number (if applicable) for Fingerprinting and ID.

For additional details, please visit the **U.S. Citizenship and Immigration Services** Employment Verification website at [www.uscis.gov/I-9Central](http://www.uscis.gov/I-9Central)



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General Security Procedures:

<b>Badge Usage:</b>	<b>Escort Privileges:</b>
<ul style="list-style-type: none"> <li>Individuals must wear badge (SIDA, NON-SIDA &amp; Public) at all times. The badge must be worn below the neck and above the waist on the outer-most garment.</li> <li>Piggybacking is not allowed by any individual.</li> </ul>	<ul style="list-style-type: none"> <li>Companies/Individuals must be approved by Security Management – submit all request forms to Security Division.</li> <li>A validation seal will be issued to approved individuals.</li> <li>Both request form and validation seal must be presented.</li> </ul> <p><u>Contact Compliance &amp; Enforcement for additional details:</u>  E-Mail: SecurityCompliance@Atlanta-Airport.com  Tel: 404-561-6416 FAX: 404-762-3737</p>
<b>Vehicle Permit/Decal Usage:</b>	<b>Breach of Rules Notice (BORN):</b>
<ul style="list-style-type: none"> <li>Un-expired permits must be visibly placed on the dashboard of appropriate vehicles.</li> <li>Expired permits are not to be used for access; they must be returned to the Security Division and renewed (if applicable).</li> <li>Decals are only issued to vehicles permanently assigned to the airport.</li> <li>All vehicles must be properly marked with a <i>permanent company name or logo</i>; improperly marked vehicles will be denied access at the point of entry.</li> </ul>	<ul style="list-style-type: none"> <li>Implemented disciplinary measures for violations listed in City of Atlanta Code, Section 22-66.</li> </ul>
	<b>Hartsfield-Jackson Harry:</b>
	<ul style="list-style-type: none"> <li>Challenge program designed to ensure safety in the SIDA.</li> <li>Keep the airport safe and secure by challenging individuals who are not properly displaying their badge.</li> <li>Win a \$25.00 cash reward and the opportunity to win \$500.00 in the Hartsfield Challenge Sweepstakes held quarterly.</li> </ul>

Departmental Contact Information:

<b>Security Division E-mail Address:</b>	<b>SecurityID@Atlanta-Airport.com</b>
<i>Main Telephone Number:</i>	(404) 530-6667
<i>Main Fax Number:</i>	(404) 305-2424
<i>Airport-Airport Website:</i>	www.Atlanta-Airport.com
<i>Security Services Website (Direct Link):</i>	www.Atlanta-Airport.com/Business/Security
<i>Mailing Address:</i>	City of Atlanta Department of Aviation – Security Division P.O. BOX 20509 Atlanta, GA 30320-2509
<i>Office Location:</i>	The Security Division is located at the Hartsfield-Jackson Atlanta International Airport <b>North Terminal – Third Floor</b>