



**Authorized Signature Authority: acknowledgement and training for Airport ID Badge application process.**

Company Name: \_\_\_\_\_ Department: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ Email: \_\_\_\_\_

\_\_\_\_\_

Phone Number (\_\_\_\_\_) \_\_\_\_\_ Fax Number: (\_\_\_\_\_) \_\_\_\_\_

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TSA regulations require the Fort Wayne Allen County Airport Authority to have a training program for all persons designated as signatory authorities in the airport's identification media issuing process and that it can be verified through this training document. This record will be maintained at the FWA Public Safety Department, 3808 Winters Rd. Fort Wayne Indiana 46809. Only persons who have read, understand, and signed this document will be considered to have "authorized signatory authority" for the FWA identification media issuing process.

- I am a currently employed by the above listed company and in good standings. Part of my job function is the authorizing of airport issued media applications to begin the badging process to this company's staff.
- I have completed the SIDA training and am a current SIDA badge holder in good standing at the FT. Wayne International Airport
- As a signatory authority I understand anyone I am authorizing for a FWA issued media must meet the following criteria:
  - Have a fully completed FWA badge Application.
  - Have on their person TSA approved personal identification that will confirm his/her identity?
  - Fingerprint based C.H.R.C. confirmation (If completed by airlines) –or- approval from the FWA Administration office to complete a fingerprint based C.H.R.C.
  - Any I-9 documentation required by law.
  - I will not knowingly approve someone for the application process who has been convicted of any TSA disqualifying crimes.
- I will report within 24 hours to the Public Safety Department if I or anyone who currently holds an airport issued media is known to have been convicted of any TSA disqualifying crimes.
- I also understand any individuals seeking an airport issued media must also pass a S.T.A. (security threat assessment) completed by TSA.
- I also understand only FWA "trusted Agents" will handle and maintain any personal information, C.H.R.C. information, or biographical information and that these trusted agents are the FWA Public Safety Department Officers or Airport Directors.

**By signing this document below I am certifying that I fully understand this training and have had any and all of my questions answered in regards to this training or my responsibilities as an "authorized signature".**

Printed Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Title: \_\_\_\_\_ FWA Badge# \_\_\_\_\_ Date Signed: \_\_\_\_\_

Contact Phone (1) (\_\_\_\_\_) \_\_\_\_\_ Contact Phone (2) (\_\_\_\_\_) \_\_\_\_\_

Email: \_\_\_\_\_