

<Company Letter Head>

DATE: _____

RE: Request for Fingerprints/Security Media Issuance/ Identification Media Renewals

This is to certify that _____ (company name) is requesting airport identification media as specified in the Palm Beach County Airport Security Program and as required by CFR Part 1542. All applicants for airport ID Media and/or authorized signer must successfully complete the airport's security background check which includes the Criminal History Records Check (CHRC) and a Security Threat Assessment (STA) (or as otherwise approved by CFR 1544, Federal employee, or LEO). New applicants are required to attend the appropriate airport security training classes.

Before authorizing applicants to receive Airport ID media, all authorized signatories must complete the training required by 49 CFR §1542.213(b) and receive the information required by §1542.213(c), as implemented through the airport operator's TSA-approved ASP and applicable to the access-controlled area for which they authorize applicants. The training and information must be provided at the frequency specified in the airport operator's ASP.

TSA may initiate legal enforcement action against persons (employer/employees) making any fraudulent or intentionally false statement or entry on any security program, record application, report, access, or identification medium, or any other document that is kept, made, or used to show compliance. This applies to all 'person' meaning an individual, firm, partnership, corporation, company, association, joint-stock association, or governmental entity.

FAILURE TO COLLECT AIRPORT SECURITY MEDIA (Per TSA Regulation: 49 USC 46301(a) (6)) Notwithstanding paragraph (1), any employer (other than a governmental entity or airport operator) who employs an employee to whom an airport security media or other identifier used to obtain access to a secure area of an airport is issued before, on, or after the date of enactment of this paragraph and **who does not collect** or make reasonable efforts to collect such media from the employee **on the date that the employment of the employee is terminated and does not notify the operator of the airport of such termination within 24 hours of the date of such termination shall be liable to the Government** for a civil penalty not to exceed \$17,064.

IDENTIFICATION (ID) MEDIA, PARKING & FINGERPRINT COSTS

Criminal History Record Check (CHRC)	\$ 40.00	Parking Fee (\$100.00 annual) + tax	\$ 100.00
Lost Media or Unreturned Media Fee	\$ 100.00	Lost Parking Permit	\$ 50.00
ID Media Annual Fee	\$ 15.00	Lost Parking Card	\$ 100.00

ID media and parking cost as outline above and agree that my company will be billed for items issued to our employees on behalf of the company.

All ID media must be returned to the Department of Airports (DOA) upon request, employee/company termination.

As an Authorized Signatory(s), you have cleared an STA/CHRC, completed Authorized Signatory Training and Security Training per TSA regulations. You will be authorized to sign for new applicants on CHRC/STA Check/ Security ID media issuance and for renewal of identification media. Limit of 3 AS per company.

The Authorized Signer (AS) and/or the company must immediately notify DOA if you are no longer a company AS.

By Signing below, you agree to uphold and abide be the conditions specified above and in the training provided.

NAME (print or type)

TITLE

SIGNATURE

Authorized Company Manager or President

PRINT AND SIGN NAME

REV September 2026