



# PBI Authorized Signatory Information Handbook

Name of Authorized Signer: \_\_\_\_\_

Authorized Signatory Training Date: \_\_\_\_\_

## Introduction

This handbook was created to assist all Authorized Signatories in navigating their responsibilities, to serve as a reference and to provide a comprehensive guide to locate answers to any questions you may have. This handbook should be considered a living document, which means any and all information is subject to change. The Airport Security Office will share changes and updates through emails to the Authorized Signatories and through the Airport website: <http://www.pbia.org/business/airport-id-badging/>.

Authorized Signatories must attend annual training per TSA guidelines. Within one year following their initial training, recurrent training must be completed. This required training will be administered by the PBI Security Office staff.

All Authorized Signatories are required to submit their company's Authorized Signatory Letter.

We encourage you to contact the Security Badge Office at (561)471-7481, or [sbo@pbia.org](mailto:sbo@pbia.org) for any questions or concerns that may not be included in this handbook.



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## Authorized Signatory Requirements

Authorized Signatories are designated by each company participating in the Airport Security Program. Primary responsibilities are to ensure your employees are properly applying, and remain in compliance with, TSA and Airport Security policies. Failure to comply with, or falsification associated with, TSA Federal regulations could result in significant civil penalties. The following are additional requirements as an Authorized Signer:

- A. Maintain and provide the most current PBIA Security Identification Badge Application to the employees of the company your represent.
- B. Request and maintain only the appropriate access levels and/or driving privileges for employees of the company you represent, based on an operational need.
- C. Only request non-movement, or movement driving privileges for authorized individuals with a demonstrated need to access the PBIA airfield.
- D. Instruct & verify applicants provide the appropriate valid two forms of identification/documentation for the fingerprinting, badge issuance and badge renewal process.
- E. Ensure company applicants are trained on, understand, and remain compliant with all applicable TSA regulations and PBIA ID Media rules and regulations, to include any, and all new security changes and regulatory requirements. As the Authorized Signatory you are responsible for ensuring all your employees receive updated/changes to Airport Security/Driving regulations.
- F. Attest that you have reviewed all applications for accuracy, the applicant has demonstrated need for the requested access level, and you have authorized PBIA to fingerprint and badge your employee.
- G. Never sign a blank PBIA Unescorted Badge Application.
- H. Respond to PBIA Security Office and TSA audits and requests for information within the designated timeframe allocated.



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- I. Review the PBI Authorized Signatory Handbook and confirm you will abide by all rules, standards, and policies set forth in the handbook.
- J. Immediately notify the PBI Security Office of any unaccounted for ID media (lost, stolen, etc...).
- K. Ensure that the list of Authorized Signatories contact information remains current at all times with the PBI Badge Office, and that you notify the office of any Authorized Signatory changes.
- L. Never knowingly approve someone for an application process who has been convicted of a TSA disqualifying crime within the last ten years.
- M. Acknowledge and understand that the company you represent could be invoiced for any fees incurred by the badge applicant, or any non-returned badges.
- N. Attest that a specific need exists for providing the individual applicant with the requested PBI Unescorted Access Authority, and the applicant understands their security responsibilities.
- O. Ensure that all PBI Security ID Media, and control access keys, are immediately revoked/returned to the Badge Office upon separation of employee from the company, and a reason of separation is provided.
- P. Immediately notify the Security Office when an employee's work status has changed (furlough, suspension, etc...).

**To be an Authorized Signatory for your company the following must occur, and be maintained at all times:**

1. Complete, pass, and maintain a CHRC and STA background check.
2. Complete an initial PBI Signatory Training Class.
3. Fully complete, provide, and maintain the PBI Security Office an Authorized Signatory Letter for your company.
4. Complete the recurrent PBI Signatory Training Class on the annual basis.
5. Complete Security Training Class (if applicable).



## Security Office Information

The PBI Security Office is located on the 2<sup>nd</sup> floor of the Main Terminal, 1000 PBI Unit 123 West Palm Beach, Florida 33406, across from the open atrium.

### Contact Information:

561-471-7481

[sbo@pbia.org](mailto:sbo@pbia.org)

After Hours Assistance (i.e. revoking of an ID):

561-471-7420 (24/7)

### Hours of Operation:

Monday – Saturday 8:00 a.m. – 5:00 p.m.

\*Closed for County observed Holidays

**Appointments are required for fingerprinting, security training classes and renewals; and may only be made by the Authorized Signatories.**

- Security Training Class is held on: Tuesday and Thursday at 9 a.m.
- Non-Movement Drivers Class is held on: Tuesday and Thursday at 10:30 a.m.
- Movement Drivers Class is held once a month by appointment only.

**To make an appointment please email us at [sbo@pbia.org](mailto:sbo@pbia.org), or call the office.**



## Definitions

**Active ID Media**– means a current, unexpired PBIA security identification media

**Air Operations Area (AOA)** – means a portion of an airport, specified in the airport security program, in which security measures specified in 49 CFR Part 1500 area carried out. This area includes aircraft movement areas, aircraft parking areas, loading ramps, and safety areas for use by aircraft regulated under 49 CFR Parts 1544 or 1546, and any adjacent areas (such as general aviation area) that are not separated by adequate security systems, measures, or procedures. This area does not include the Secured Area.

**Airport Operator**- means a person that operates an airport serving an aircraft operator or foreign air carrier required to have a Security Program under Parts 1544 or 1546 of 49 CFR Chapter XII.

**Airport Security Program (ASP)** – means a security program approved by TSA under 1542.101 of 49 CFR Chapter XII.

**Airport Tenant** – means any person, other than an aircraft operator or foreign air carrier that has a security program under Parts 1544 or 1546 of 49 CFR Chapter XII, and an agreement with the Airport Operator to conduct business on Airport property.

**Applicant** – means an individual who is applying for a PBIA Unescorted Identification Media

**Approved** – unless used with reference to another person, means approved by TSA for CHRC.

**Authorized Signatory**- means the individual or designated representative authorized to sponsor individuals and request airport identification media for them. The Authorized Signatory shall also serve as the company representative and liaison between the company, its employees and PBIA.

**Authorized to Work** – means an individual is a citizen or national of the United States, permanent resident in the United States, or authorized under the immigration laws of the United States to be hired, recruited, or referred for employment in the United States.

**Criminal History Records Check (CHRC)** - means a review of any and all records containing any information collected and stored in the criminal record repository of the Federal Bureau of Investigation.

**Company**- means any airport employer, tenant, or leaseholder who operates a company, business or leases property from PBIA and may request their employees apply for and/or receive an airport issued identification media.



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**Current ID Media Holder** – means an individual who holds an airport issued identification.

**Employee**- means an individual who works for a company, business, or airport employer or who is a leaseholder or a tenant who is applying for or is a current ID media holder.

**Escort**- means to accompany at all times, and maintain constant visual and audible contact with an individual who does not have unescorted access authority into or within the AOA, SIDA/Secured, and/or Sterile areas of airports. Escorts must comply with all the rules of the PBI Escort Authority Program.

**Escort Authority Program** – means rules and regulations set forth to provide the guidelines for individuals who have escort authority to accompany an individual who does not have unescorted access authority into or within the AOA, SIDA/Secured, and/or Sterile areas of airports.

**Expired ID Media**– means a PBI security ID media that has not been renewed prior to expiration date.

**FAA** – means the Federal Aviation Administration.

**ID Media** – means any credentials, card, badge, or other media issued for identification purposes and use at an Airport. This includes, but is not limited to, media designating unescorted access to an air operations area (AOA), secured area, security identification display area (SIDA), sterile area, or to any public area.

**PBIA** – means Palm Beach International Airport.

**Secured Area** – means a portion of an airport, specified in the ASP in which security measures specified in Part 1542 of 49 CFR Chapter XII are carried out. This area is where aircraft operators and foreign air carriers that have a security program under Parts 1544 or 1546 of this chapter enplane and deplane passengers and sort and load baggage, and any adjacent areas that are not separated by adequate security measures.

**Security Identification Display Area (SIDA)** – SIDA means a portion of an airport specified in the airport security program, in which security measures specified in 49 CFR Part 1542 are carried out. This area includes the secured area and may include other areas of the airport.

**Security Threat Assessment (STA)** – means a check conducted by TSA of databases relevant to confirming the following three things: that an individual does not pose a security threat; that an individual possesses lawful status in the United States; an individual identity.

**Sterile Area** – means a portion of an airport defined in the airport security program that provides passengers access to boarding aircraft and to which that access generally is controlled by TSA, or by an aircraft operator under Part 1544 of 49 CFR Chapter XII or a foreign air carrier under Part 1546 of said chapter, through the screening of persons or property.



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**Transportation Security Administration (TSA)** – means an agency of the U.S Department of Homeland Security that has authority over the security of the traveling public in the United States.

**Trusted Agent** – means an airport operator employee or agent that collects information from applicants and current airport identification media holders used in the CHRC and STA, transmits the information to the designated aviation clearinghouse, authorizes the issuance of identification media, or issues the identification media.

**TSA Personnel** – means an individual employed by TSA, including Transportation Security Officers (TSO) and Transportation Security Inspectors (TSI).

**Unescorted Access Authority** – means the authority granted to individuals to gain entry to, and be present without an escort in, the AOA, SIDA/Secured, and/or Sterile areas of airports.



## Airport ID Media Forms

ID Media forms can be found at: <http://www.pbia.org/business/airport-id-badging/>.

### Forms:

Authorized Signature Letter

PBI Unescorted ID Media Application

CHRC & STA Processing Application

Drivers Certification Letter

Escort Authorized Responsibilities Agreement for PBI Form

Security Responsibility Agreement (Sterile Area/White Media)

Security Responsibility Agreement (AOA/Gold Media)

Sallyport Responsibility Agreement (Approval by Department of Airports required)

**The Security Office will ONLY accept typed original forms, completed in their entirety and signed in blue/colored ink. If a form is presented to the office that is not typed original, fully completed by both applicant and authorized signatory, or signed in blue/colored ink, it will NOT be accepted.**



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### Authorized Signature Letter

- All authorized signatories are required to complete the Authorized Signatory Training on an annual recurrent basis.
- All authorized signatories are required to successfully pass a CHRC & STA clearance, and maintain this clearance while being an authorized signer.
- Authorized Signature Letter must remain current with the PBIA Security Office at all times. The office shall be notified immediately if there are any changes.

### PBI Unescorted ID Media Application

- Ensure that the most current application is being used. The revision date will be located on the top right of the application.
- Applications must be signed in blue or colored ink (no black).
- Application must be typed completed in its entirety in front of the authorized signer. Application should include applicant's personal contact information. (Address, phone number, email, etc...).
- Ensure all legal names and alias, the employee has ever used are entered on the application. This includes, but is not limited to, maiden names, any name used by an applicant/employee from another country or aliases. Nicknames are not permitted nor should they be used on the application.
- Applicant is responsible for completing citizenship information, and entering the document numbers including but not limited to, permanent resident card number, employment authorization number, passport number, and should include the issuing and expiration dates.
- Application must be submitted for new applicants, renewal of ID Media and/or when an employee is attending security training for a violation or upgrade.

### CHRC & STA Processing Application

- Applicant shall read and understand that in order for them to be approved for a PBIA ID Media, they shall have not been convicted, found guilty by reason of insanity, or adjudication withheld of any of the disqualifying criminal offences within the last ten years.
- Applicant shall read and acknowledge the Privacy Act Notice, and the release of their Social Security Information, for use by the TSA, to verify their identity.
- Form must be completed and signed in its entirety.
- Applicant must present this form at time of new application, and renewal.



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### Drivers Certification Letter

- Shall be submitted to the Security Badge Office along with a PBI Unescorted Media Application when it is deemed necessary for an applicant/employee to drive on the Airport ramp areas.
- Successful completion of non-movement/movement driver's class is required for the applicant to receive this designation on the Airport issued ID Media.
- Drivers with "movement" designation, shall be required to complete, at minimum three (3) ride along's with Airport Operations, and attend a recurrent driver's class on the annual basis.
- Authorized Signatories shall verify applicants Driver's License are valid prior to requesting driver's designation.

### Escort Authorized Responsibilities Agreement

- Employees authorized by their company to act as an escort for personnel who do not have unescorted access privileges.
- If person being escorted is challenged, the escort must immediately identify themselves as the escort.
- Employee must be fluent in the English language.
- Must have an unexpired PBI airport issued badge with the designation of a green rectangle with "Escort Auth" on the badge.
- Escort only as many visitors that can be properly controlled.
- Must accompany the visitor at ALL times.
- Must continually maintain visual and audible contact at all times with visitor(s) under escort.
- Immediately notify the PBI Communication Center at 561-471-7420 if/when visitor engages in suspicious behavior.
- If a badge holder has lost, misplaced or forgotten their PBI badge, they are NOT allowed to be escorted or permitted within an area requiring a badge.
- If employee loses their ID Media within an area that requires an ID Media, employee must immediately contact the Airport Communication Center at 561-471-7420, so Airport Operations can assist them. NO OTHER EMPLOYEE IS AUTHORIZED TO ESCORT A CURRENT ID MEDIA HOLDER, unless otherwise directed by Airport Operations.
- Escort privileges may be denied or revoked at any time.



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### Security Responsibility Agreement (Sterile Area/White ID Media)

- Shall be completed and submitted by all new applicants that are working in the Sterile area of the Airport.
- Applicant shall read and acknowledge their responsibilities as a “white” ID Media holder.

### Security Responsibility Agreement (AOA/Gold ID Media)

- Shall be completed and submitted by all new applicants that are working in the AOA area of the Airport.
- Applicant shall read and acknowledge their responsibilities as a “gold” ID Media holder.



## ID Media Information

### Initial ID Media Process

- Submit a typed/ completed ID Media Application.
- Fingerprint appointment must be made for all new applicants.
- New applicants must present the following:
  - **PBIA Unescorted ID Media Application (required)**
  - **CHRC & STA Processing Application (required)**
  - **Proper original two forms of identification (required)**
  - Escort Authorized Responsibilities Agreement for PBI Form (if applicable)
  - Security Responsibility Agreement (Sterile Area/White Media) (if applicable)
  - Security Responsibility Agreement (AOA/Gold Media) (if applicable)
  - Drivers Certification Letter (if applicable)
  - **Payment (See Appendix A)**
- If any portion of the application is incomplete, or incorrect, the application will not be accepted, and the applicant will be instructed to return to the authorized signatory, and a new appointment will need to be made for the applicant.
- Background clearance usually takes seven (7) days, but in some instances may take longer.
- PBIA Security Office will contact the authorized signatories once the employee has cleared the background process.
- Applicant will have 30 days from date of clearance to attend a Security Training class.
- Authorized Signatories must schedule an appointment for the Security Training Class, walk ups are not permitted.
- If an employee requires non-movement drivers designation, employee will be required to pass a written test scoring 90% or above. Applicant will have three (3) opportunities to pass the test. If applicant fails all three (3) attempts, a retake will only be allowed one year after the initial test date.
- If an employee requires movement drivers designation, employee will be required to pass the non-movement written test, scoring 90% or above. Applicant will then be allowed to take the movement drivers written test, after the company provides certification the employee has received the necessary training to drive a vehicle on runways and taxiways. Employee must pass a written movement test scoring 100%. After employee passes both tests, they are required to participate in, at minimum, three (3) ride along's with Airport Operations, prior to the employee being issued a ID with movement designation.
- Driving privileges may be revoked, if employee is found to violate any PBIA rules and regulations while driving in the non-movement and/or movement areas.



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### Renewal ID Media Process

- Submit a typed/completed PBI ID Media Application.
- Employee may renew prior to the expiration date shown on the ID Media.
- Renewals require the following:
  - **PBIA Unescorted ID Media Application (required)**
  - **CHRC & STA Processing Application (required)**
  - **Payment (See Appendix A, if applicable)**
  - Updated original two forms of identification (renewed permanent resident card, driver's license, employment authorization card, current passport, etc..)
- If any portion of the application is incomplete, or incorrect, the application will not be accepted, and the applicant will be instructed to return to the authorized signatory.

### Expired ID Media Process

- An appointment will be required for the employee to attend the Security Training Class.
- Expired ID Media require the following:
  - PBIA ID Media Application (required to be typed)
  - CHRC & STA Processing Application (required)
  - Renewal fee (See Appendix A, if applicable)
  - Updated original two forms of identification (renewed permanent resident card, driver's license, employment authorization card, current passport, etc..)
- If any portion of the application is incomplete, or incorrect, the application will not be accepted, and the applicant will be instructed to return to the authorized signatory.
- An expired ID Media in excess of 30 days will require the employee to start the initial ID Media process over.

### Lost ID Media Process

- Lost ID fee (See Appendix A, if applicable)
- Employee and/or authorized signatory is required to report the lost/stolen ID Media to the Security Office immediately. If after hours, please call Airport Communication Center at 561-471-7420.
- Lost ID requires the following:
  - PBIA Unescorted ID Media Application (required)
  - Payment of lost ID Media fee (if stolen police report must be provided to waive fee)
- If reported more than 12 hours after ID Media is lost/stolen, employee will be required to attend the Security Training class.



## Automobile Liability Insurance Requirements

The Authorized Signatory is responsible for approving authorized vehicles, as the company is insuring all vehicles receiving vehicle permit under their authorization and indemnification.

Companies requiring driver's access on the ramp will need to ensure that vehicles have a current ramp decal. Decals are renewed on an annual basis. Prior to renewal of decals, the company will need to submit a Certificate of Insurance with the following limits:

\$5,000,000 General Auto Liability

\$5,000,000 General Liability

Insurance shall be submitted to the PBI Security Office, and will be monitored; any updates shall be provided to them on the annual or on demand basis.



## Appendix A

### PBIA Security Fees

Description	Fee
ID Media Renewal Fee	\$15
Lost ID Media	\$100
Fingerprints	\$40
Lost Parking Permit	\$50
ID Media Reprint (upgrade, violation or company name change)	\$15
Annual Parking Fee - Employee Lot	\$100

# APPENDIX B- LIST OF ACCEPTABLE ID'S

AIRPORT ID BADGE APPLICANTS MUST PRESENT **TWO (2) FORMS** OF UNEXPIRED GOVERNMENT IDENTIFICATION

- ONE FORM OF ID MUST INCLUDE A PHOTO TO ESTABLISH IDENTITY
- ONE FORM OF ID MUST ESTABLISH EMPLOYMENT AUTHORIZATION

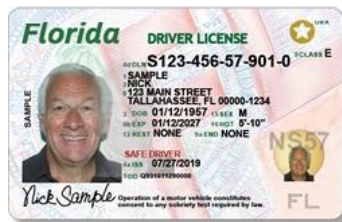
## Documents that Establish either Identity or Employment Authorization

1. U.S. Passport or U.S. Passport Card



## Documents that Establish Identity

1. Driver's license or ID card issued by a State or outlying possession of the United States provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address



## Documents that Establish Employment Authorization

1. Certification of Birth Abroad issued by the Department of State or Certification of Report of Birth issued by the Department of State (Form FS-545, DS-1350 or FS-240)



2. Permanent Resident Card or Alien Registration Receipt Card (Form I-551) or a foreign passport that contains a temporary I-551 stamp or temporary I-551 printed notation on a machine-readable immigrant visa



3. Employment Authorization Document that contains a photograph (Form I-766)



4. In the case of a nonimmigrant alien authorized to work for a specific employer incident to status, a foreign passport with Form I-94 or Form I-94A bearing the same name as the passport and containing an endorsement of the alien's nonimmigrant status, as long as the period of endorsement has not yet expired and the proposed employment is not in conflict with any restrictions or limitation identified on the form



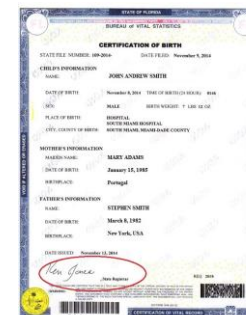
**NOTE:** to expedite the Airport ID badging process, please ensure you have TWO (2) forms of unexpired government identification. One form of ID must establish identity. One form of ID must establish employment authorization.

If you are a current badgeholder, you must bring your Airport ID badge and TWO (2) forms of unexpired government identification.

If an employee has or is applying for a driving endorsement on their Airport ID badge, the employee must also bring a valid driver's license (this can fulfill the requirement for the identity document).

If names are not matching on all documents, applicants must bring in supporting documentation showing the legal name change (copy of marriage license or other court documentation).

2. Original or certified copy of birth certificate issued by a State, county, municipal authority, or territory of the United States bearing an official seal



3. Certificate of Naturalization



PBI Security Office  
<http://www.pbias.org/business/airport-id-badging/>