



**AUTHORIZED SIGNATORY TRAINING AND ACKNOWLEDGEMENT**  
**FOR LEHIGH VALLEY INTERNATIONAL AIRPORT**  
**IDENTIFICATION BADGE APPLICATION PROCESS**



COMPANY NAME: \_\_\_\_\_ HANGAR/BUILDING: \_\_\_\_\_  
MAILING ADDRESS: \_\_\_\_\_ PHONE NUMBER: (\_\_\_\_\_) \_\_\_\_\_  
\_\_\_\_\_ FAX NUMBER: (\_\_\_\_\_) \_\_\_\_\_

Transportation Security Administration (TSA) regulations require the Lehigh Northampton Airport Authority (LNAA) to have a training program for all persons designated as Authorized Signatories under the Airport Security Program for Lehigh Valley International Airport’s (LVIA) Identification (ID) Badge issuing process which must be verified through this training document. Only persons who have completed the Authorized Signatory Computer-Based Training and have also read, understand and signed this document will be considered to have “Authorized Signatory Authority” for the LNAA-issued ID Badge process.

**WHO DECIDES WHO MAY BE AN AUTHORIZED SIGNATORY?**

The LNAA Operations & Safety Department requires each company that applies for LNAA-issued ID Badges to identify a responsible person from their company to serve as the Authorized Signatory to assume the role of primary point of contact between your company and the LNAA Operations & Safety Office for all security and ID Badge related matters.

**WHAT DO AUTHORIZED SIGNATORIES NEED TO KNOW?**

**THE “30 DAY RULE”:** LNAA ID Badge applications are valid for 30 days after submission. Please ensure your employees are aware of this time limitation and submit the application to the LNAA Operations & Safety Badging Office within that timeframe, or the application will be void.

**FAILURE TO NOTIFY:** Authorized Signatories are required to immediately notify the Operations & Safety Badging Office of any change in the status of employees that a company has authorized for a LNAA-issued ID Badge. This includes termination, retirement, reassignment or completion of a contract; and loss or theft of an LNAA-issued ID Badge issued under the Authorized Signatory’s account.

**NO ACCESS FOR DISQUALIFIED OR PENDING INDIVIDUALS:** Any person who is **disqualified** from obtaining an LNAA-issued ID Badge may not be escorted into any non-public areas of ABE. Any person waiting for CHRC or STA check approval **may not be escorted** into any non-public areas of ABE. Anyone who knowingly authorizes or provides an escort for a disqualified or pending individual will be subject to a security violation, removal of signatory authority or both.

**NO INFORMATION ON DISQUALIFYING CHRC’S WILL BE PROVIDED:** When the LNAA Operations & Safety Badging Office receives a CHRC indicating conviction of a disqualifying crime, the applicant will be notified of their option to provide additional information. Specific information related to an individual applicant's CHRC is protected by regulation and will not be shared with Authorized Signatories or other parties. Authorized Signatories will be notified of applicant's requirements to provide additional information prior to approval of their applications.

**SUBSEQUENT DISQUALIFYING CONVICTION:** If after being issued an LNAA ID Badge, an employee is subsequently convicted of a disqualifying crime, the employee and/or employer must report the conviction and surrender the LNAA-issued ID Badge to the Operations & Safety Badging Office immediately. Failure to report this change in eligibility status will result in the issuance of a security violation notice to the Authorized Signatories, and removal of signatory authority.

**EVERYONE NEEDS A SECURITY IDENTIFICATION/ACCESS MEDIA:** All employees working at LVIA, regardless of their access privileges, are required to obtain the appropriate LNAA-issued ID Badge and properly display it while they are on duty. Failure to display the appropriate LNAA-issued ID Badge is considered a security violation, and will result in a notice of violation (NOV). LNAA-issued ID Badges and their associated access privileges are created and issued to employees to meet the requirements of their specific work assignments. Employees, who work for multiple employers based at ABE, will only obtain one LNAA-issued ID Badge. Authorized Signatories may only authorize LNAA-issued ID Badge applications for their own employees. Access is only provided to the minimum amount of locations that are operationally necessary.

**CONTRACTORS:** Prime contractors may not serve as Authorized Signatory for sub-contractors. Each entity must designate their own representatives.

**AUTHORIZED SIGNATORY TRAINING & ACKNOWLEDGEMENT (continued)**

**RESPONSIBILITIES OF AUTHORIZED SIGNATORIES**

1. Working with their applicants, and any sub-contractors, to ensure they are prepared for the ID Badge process.
2. Ensuring their applicants have 2 forms of valid/current personal ID that meet the requirements established by TSA and that the applicant provide those same 2 forms of original ID's to the LNAA Operations & Safety Badging Office.
3. Familiarity with the acceptable forms of ID and citizenship documents required for people born in the United States.
4. Immediately collecting and returning LNAA-issued ID Badges from employees who leave the company and immediately notifying the Airport Operations Center and the LNAA Operations & Safety Badging Office upon a badge holder/company status change, or if an LNAA-issued ID Badge is lost, stolen or not collected after an employee leaves their employment (termination, separation, transfer, retirement, etc.).
5. Immediately notifying the LNAA Operations & Safety Office if I am no longer employed by the above-listed company or if there is a change in my ability to serve as an Authorized Signatory. I am also required to pass a TSA-approved Security Threat Assessment (STA) and be a current LNAA-issued ID Badge holder in good standing at LVIA
6. Agreeing that if I am required to request SIDA badges, but do not personally need SIDA access; I must still complete a one-time SIDA training. I understand that SIDA training will not be required for AOA-only Authorized Signatories.
7. Not submitting someone for the badging process who I know has been convicted of any TSA disqualifying crimes.
8. Reporting within 24 hours to the Operations & Safety Department and the Airport Operations Center if I or anyone who currently holds an LNAA-issued ID Badge is known to have been convicted of any TSA disqualifying crimes.
9. Agreeing that their company will reimburse LNAA for any fines levied against it as a result of violations committed by this company, its employees or representatives, and further agreeing that their company will notify the LNAA Operations Safety Badging Office immediately of any such violation.
10. Understanding that any individuals seeking an LNAA-issued ID Badge must also pass an STA completed by TSA.
11. Awareness that all employees requesting unescorted access into the SIDA/Secured Area must have passed a Criminal History Records Check and a TSA-approved STA.
12. Ensuring that their company's employees are trained in and adhere to the LVIA Rules and Regulations.
13. NEVER signing a blank Badge Application. Violations may result in badge revocation and loss of Signature Authority.
14. Advising the LNAA Operations & Safety Badging Office within 5 business days if my contact information changes.
15. Being the primary contact for ID Badging for their company and receiving all communications from the LNAA Operations & Safety Badging Office regarding renewals, billing, audits, badging and any security concerns.
16. Completing quarterly LNAA-issued ID Badge audits within ten (10) business days of receipt of an audit request.
17. Requesting clarification or additional information from the LNAA Operations & Safety Badging Office if I have any questions regarding my responsibilities.
18. Agreeing to annually complete the Authorized Signatory Computer-Based Training at the Operations & Safety Offices.

**COMPANY OFFICER/SENIOR MANAGER SIGNATURE SECTION:**

**By my signature below, I certify that I have full authority, on behalf of the company listed above, to hereby authorize the individual listed below to serve as an Authorized Signatory for the above-listed company.**

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

Title: \_\_\_\_\_ Date Signed: \_\_\_\_\_

**AUTHORIZED SIGNATORY SIGNATURE SECTION:**

**By my signature below, I understand this TSA-mandated training information and agree to comply with my security responsibilities as an Authorized Signatory representative for the above-listed company's operation at Lehigh Valley International Airport as listed in this Authorized Signatory Training and Acknowledgement Form and agree to comply with any changes or amendments to the terms, conditions or security responsibilities that may be imposed by the TSA/LNAA. Failure to comply may result in revocation of this company's privilege to participate in the LVIA Airport Security Program, as well as, suspension or revocation of my Airport ID Badge and my Airport access privileges and/or levying of fines or civil penalties.**

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

Title: \_\_\_\_\_ Date Signed: \_\_\_\_\_

Email: \_\_\_\_\_ ABE Badge#: \_\_\_\_\_

**TO BE COMPLETED BY LNAA OPERATIONS & SAFETY DEPARTMENT Training Completion Date: \_\_\_\_\_**

**O&S Badging Official: \_\_\_\_\_ Signature: \_\_\_\_\_**