



# BADGING BASICS

NEW OR RETURNING COMPANIES TO THE MSP AIRPORT



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## WHO HAS MSP BADGES

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There are more than 17,000 active security badges at MSP. They are issued by the Metropolitan Airports Commission (the airport authority) to provide controlled access for the employees of companies working at the airport.

Each person needing a badge must pass a fingerprint-based criminal history record check and a name-based TSA security threat assessment. Authorized signers, employees that sign for those in their company needing a badge, are also required to pass these checks. Applicants must have no disqualifying crimes. After receiving clearance, applicants report to the Badging Office for issuance of the appropriate security badge. Persons who need access to secured areas are required to attend training about their security responsibilities.



Retail shops



Airline Employees



Contractors



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## WHO TO CONTACT

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### BADGING OFFICE

PHONE: 612-467-0623

FAX: 612-467-0988

EMAIL: [badging@mspmac.org](mailto:badging@mspmac.org)

WEBSITE: [www.myspconnect.com/badging](http://www.myspconnect.com/badging)

- **General Questions**
  - **To Request Forms** (Fax or Email)
  - **Badge Deactivations \*** (Email)
- \* After Hours/Weekends: Call 612-726-5577

### JILL LUTGENS

**Badging Supervisor**

PHONE: 612-467-0781

EMAIL: [jill.lutgens@mspmac.org](mailto:jill.lutgens@mspmac.org)

- **Badging Policies**
- **Credentialing**
- **Direct Billing**

### KATHLEEN LIVINGSTON

**Operations Supervisor**

PHONE: 612-726-5427

EMAIL: [kathleen.livingston@mspmac.org](mailto:kathleen.livingston@mspmac.org)

- **TSA Compliance**
- **Badge Reports**
- **Fingerprint Results**
- **Disqualifying Crimes**
- **Security Threat Assessments(STA)**

### JOHN HOFFER

**SAACS Coordinator**

OFFICE: 612-726-5545

CELL: 612-919-3552

EMAIL: [john.hoffer@mspmac.org](mailto:john.hoffer@mspmac.org)

- **New Company Projects**
- **Project Reactivations**
- **Access Level Assignments**
- **Access Changes**

### DARCEY HOLMBERG

**Aviation Security Specialist**

PHONE: 612-467-0519

EMAIL: [security@mspmac.org](mailto:security@mspmac.org) or  
[darcey.holmberg@mspmac.org](mailto:darcey.holmberg@mspmac.org)

- **New/Returning Company Paperwork**
- **Authorized Signers**
- **Signer Training**
- **Monthly Badge Audits**

### HEIDI LEONARD

**Aviation Security Specialist**

PHONE: 612-467-0715

EMAIL: [heidi.leonard@mspmac.org](mailto:heidi.leonard@mspmac.org)

- **Fingerprint and STA Clearance Notices**
- **Fingerprint Results for Custom Seals**
- **STA Transfers**
- **Stop Lists**

### FACILITIES

**Facilities Administrative Assistant**

Phone: 612-726-5225

Email: [naquandra.peterson@mspmac.org](mailto:naquandra.peterson@mspmac.org)

- **Key requests**
- **Padlocks**
- **Cipher locks**

### EMERGENCY COMMUNICATIONS CENTER

**9-1-1**

Emergency

Report Suspicious Persons or Activities

**612-726-5577**

Airport Police Dispatch

Badge Deactivations After Hours & Weekends



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## PAPERWORK SUBMISSION

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### **Sponsor Letter of Introduction**

You will need to have an existing company, already established at the airport, sponsor your company. The Sponsor Letter should identify the type of work your company will be conducting at the airport, the term of the contract, and the project name (if applicable). Sponsor Letters submitted with an “ongoing” or “open-ended” date will not be accepted. The Sponsor Letter should be placed on company letterhead or a company business card may be attached.

### **Company Profile**

Your company or organization will need to submit a Company Profile form identifying and explaining the work you will be doing for your sponsor company at the airport. This form will also provide us with your financial information. Options for payment include cash or check, or direct billing.

### **Authorized Signer Letter**

An Authorized Signer is someone who works for your company who will be responsible for the paperwork associated with the Badging process. Each company is required to have two signers. They will need to attend an Authorized Signer’s class, will need two forms of government-issued identification, be fingerprinted and attend a SIDA (Secured Identification Display Area) class before they can become an Authorized Signer. There is an Authorized Signer letter in the forms section of this packet.

Originals must be submitted a minimum of  
**five business days** before registering for signer training.  
Forms are located in the forms section of this packet.

**Please submit form originals using one of the following methods:**

#### **Mail to:**

Aviation Security Division - Airport Police Dept., Room LT-3255  
Minneapolis-St. Paul International Airport  
4300 Glumack Drive  
St. Paul, MN 55111

#### **Hand Deliver:**

Airport Police Administration  
Lindbergh Terminal, Room Lt-3255  
or  
Badging Office  
Terminal 1, Level 5 in General Parking ramp

**Color scan and email to:** [security@mspmacc.org](mailto:security@mspmacc.org)

If you have questions, please contact John Hoffer at 612-726-5545



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## AUTHORIZED SIGNER REQUIREMENTS

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### MANDATORY FOR NEW SIGNERS

Once all company paperwork has been submitted and processed, we are able to register signers for the next available class. Each signer will receive an email confirming your company has been established in our database. This email will also contain all necessary details for the authorized signer training. If you have questions, please contact Darcey Holmberg at 612-467-0519 or [security@mspmac.org](mailto:security@mspmac.org)

### ALL SIGNERS MUST BE REGISTERED BEFORE ATTENDING THE SIGNER CLASS

#### SIGNER SESSION

Classes are offered twice a month on Mondays from 12:30 pm to 2:30pm. Report to the SIDA training room, Level 4 of Terminal 1 (Lindbergh) General Parking ramp (directly under the Badging Office) a minimum of 30 minutes prior to class. If you need to be fingerprinted, please sign up at this time.

- Bring **two** forms of identification to class from the approved credential list.
- Two Authorized Signers are required for **each** company. Both signers must attend the class together on the same date.

#### FINGERPRINTING

Each authorized signer is required to complete the fingerprint process. Fingerprint and Badge Applications will be completed during the Signer Session. The Badging Office can accommodate a limited number of people for fingerprinting immediately following Signer Session on a first-come, first-served basis. If you are unable to complete the fingerprinting on the same day as class, we offer weekly walk-in hours. Refer to fingerprint schedule in Badging Office Hours and Class Times.

#### SIDA (SECURED IDENTIFICATION DISPLAY AREA) TRAINING

Wait for clearance of fingerprint approval (5-7 days) before taking SIDA class. Notification of the clearance will be sent to the Primary Authorized Signer. Each Signer will then return for SIDA training (either together or individually) and be issued a MSP badge following class. No pre-registration is required for SIDA training; check-in at the Badging Office 30 minutes prior to class. Both Signers must fulfill all three requirements (signer class, fingerprinting, SIDA training) and obtain their badge before other employees of the company may begin the badging process.



## THE BADGING PROCESS FOR YOUR EMPLOYEES

1. The Badge applicant has received a job offer from your company or work assignment to the airport.
2. An Authorized Signer will provide a Fingerprint and Badge Application form and instructions to the applicant.
3. Applicant completes the four-page Fingerprint and Badge Application. The Authorized Signer reviews the application, checks appropriate credentials from the Acceptable Forms of Identification list, and signs the application in blue ink.
4. The applicant brings the four-page Fingerprint and Badge Application and two forms of identification to the Badging Office during fingerprinting hours.
5. The applicant will be fingerprinted and their name submitted for a Security Threat Assessment (STA) to the TSA.
6. Fingerprint results and STA approval will be reviewed. This process can take between five days and two weeks.
7. Your company's primary contact will receive notification of the applicant's clearance. Your company will be responsible for notifying the applicant.
8. Applicant returns to the Badging Office to pick up their badge or attend SIDA class depending on the badge access level. Badges will be dispensed after SIDA class. Badge must be issued within 30 days of clearance date.





## TYPES OF BADGES

### Secured SIDA



### AOA SIDA



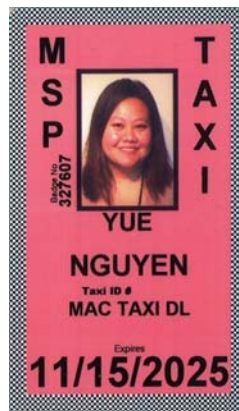
### Non-SIDA



### Sterile Area



### Taxi



### Hologram



### Facts about MSP Personnel Identification Badges

A plastic overlay displaying the MSP hologram shown above is affixed to all new and renewed badges.

An expiration date is clearly printed on each airport-issued personnel identification badge. Access rights will be discontinued at 11:59 p.m. on the date of expiration.

Contractor badges are issued for the length of the project, not to exceed one year.

Badges can be renewed up to 30 days before they expire.

When a badge is expired by more than 30 days, the badge holder must repeat the fingerprinting process. During this time, they will NOT have access rights.



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## BADGING OFFICE HOURS AND CLASS TIMES

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### Office Hours

Monday	7:00am – 3:30pm
Tuesday	7:00am – 3:30pm
Wednesday	6:00am – 3:30pm
Thursday	7:00am – 3:30pm
Friday	7:00am – 3:30pm

**Badging Office is closed:**

- **Saturday and Sunday**
- **MAC-observed Holidays**

### Fingerprinting Days and Hours

Tuesday	7:00am – 11:00am
Wednesday	9:30am – 3:00pm
Thursday	7:00am – 11:00am

### SIDA Class Days and Hours

Monday	8:00am
Tuesday	1:00pm
Wednesday	8:00am
Thursday	1:00pm

### SIDA Interpreter Class

SIDA class for non-English speaking badge holders and interpreters will be held the first Thursday of each month at 8:00 a.m. Pre-registration with the Badging Office is required. Email [badging@mspmac.org](mailto:badging@mspmac.org) to register.

### Authorized Signer Sessions

The class is offered twice a month on Mondays from 12:30 p.m. to 2:30 pm. Please register by email to [registration@mspmac.org](mailto:registration@mspmac.org) or 612-467-0519. Refer to [www.myMSPconnect.com](http://www.myMSPconnect.com) for the complete schedule of dates.

Forms/badginghours (06/02/14)



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## BADGING FEES AND PAYMENT METHODS

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### Fingerprint and Badge Fees

#### Fingerprint Processing

Airlines .....	\$33
Non-airlines .....	\$60
Badge .....	\$20
Taxi Two-year License .....	\$200
Contractor Deposit .....	\$200

**Once you have been fingerprinted you cannot:**

- Obtain a concourse pass
- Be escorted

**CONTRACTORS:** Failure to return a badge to the Badging Office within 30 days of the Badge expiration date will result in a \$200 penalty fee which may be deducted, at MAC's convenience, against the contractor deposit.

### Lost or Stolen Replacement Fees

There is mandatory SIDA training on lost SIDA and AOA SIDA badges:

First time ..... \$100

Second time ..... \$150

Third time the badge is lost there will be a 30-day suspension

If a lost badge is recovered and returned within 30 days of badge expiration, a refund for the replacement fee, minus the \$20 badge fee, will be issued by mail.

### Payment Methods

- Direct Billing – questions in regard to billing or to obtain a billing application, contact [rena.boyer@mspmact.org](mailto:rena.boyer@mspmact.org)
- Companies with contracts that are less than 3 months will be required to pay cash or check at the time of service
- Cash
- Check - payable to MAC (Metropolitan Airports Commission)



# MSP AIRPORT BADGE IDENTIFICATION REQUIREMENTS FOR U.S. CITIZENS

October 2012

New and renewing badge holders applying for a MSP security badge must present **Two (2) original documents** that establish identity and employment eligibility. One must be a photo. Expired or photocopied documents will not be accepted.

## If you are a U.S. Citizen born in the United States:

Present one ID that shows identity and one ID that shows employment eligibility (from either List A or List B).

### Examples of acceptable combinations:

- Passport and Driver's License or State ID
- Passport and Social Security Card
- Driver's License and Social Security Card
- Driver's License and Certified Birth Certificate

## If you are a U.S. Citizen born outside the U.S.:

In addition to providing one photo ID that shows identity, you must also establish citizenship and employment eligibility by showing one of the following:

- U.S. Passport
- Certificate of Birth Abroad:
  - Form DS-1350
  - Form FS-545
  - Form FS-240
- Certificate of Naturalization and Social Security card. (Certificate of Naturalization is not an approved form of identification; therefore, the Social Security card must accompany the Certificate of Naturalization.)

### Examples of acceptable combinations:

- Passport and Driver's License or State ID
- Certificate of Naturalization and Social Security Card and Driver's License or State ID

List A	List B
Documents that Establish IDENTITY	Documents that Establish EMPLOYMENT ELIGIBILITY
<ul style="list-style-type: none"> <li>• <b>U.S. Passport Card or Passport</b></li> </ul>  <ul style="list-style-type: none"> <li>• <b>State-issued driver's license</b></li> <li>• <b>State-issued ID card</b></li> <li>• <b>Canadian driver's license</b></li> </ul> <p>Address on license or state ID card must be the address where you reside (unless you are a student with a current student ID)</p> <p>We will accept a clipped Driver's License accompanied by the yellow receipt showing change of address, name correction, or renewal</p>  <ul style="list-style-type: none"> <li>• <b>U.S. Military card</b></li> </ul> <ul style="list-style-type: none"> <li>• <b>Government ID card</b> issued by federal, state or local government agencies or entities provided it contains a photo and information such as name, date of birth, gender, height, and eye color, (i.e., FBI, FAA)</li> </ul> 	<ul style="list-style-type: none"> <li>• <b>U.S. Social Security card</b></li> </ul>  <p>Not accepted: Metal or plastic reproductions or if the card specifies that it does not authorize employment in the U.S.</p> <ul style="list-style-type: none"> <li>• <b>Certified birth certificate</b> issued by state, county, municipal authority or outlying possession of the United States bearing an official seal. A birth certificate issued by a hospital will not be accepted. Your full name must be printed on the birth certificate.</li> </ul>  <ul style="list-style-type: none"> <li>• <b>U.S. Passport Card or Passport</b></li> </ul>  <ul style="list-style-type: none"> <li>• <b>Certification of Birth Abroad</b> issued by the Department of State                     <ul style="list-style-type: none"> <li>-Form DS-1350</li> <li>-Form FS-545</li> <li>-Form FS-240</li> </ul> </li> </ul>  <ul style="list-style-type: none"> <li>• <b>Certification of Naturalization</b></li> </ul> 



# MSP AIRPORT BADGE IDENTIFICATION REQUIREMENTS FOR NON-U.S. CITIZENS

October 2012

## If you are NOT a U.S.

**Citizen** – You must present an original, unexpired INS document along with a second document from List A or List B on reverse side of this handout.

## Examples of acceptable combinations:

- Permanent Resident Card and Driver's License or State ID
- Permanent Resident Card and Social Security Card
- Employment Authorization Card and Driver's License or State ID
- Employment Authorization Card and Social Security Card

## Documents that Establish IDENTITY and EMPLOYEE ELIGIBILITY

- Permanent Resident Card



- Foreign passport with I-551 temporary stamp



PROCESSED FOR I-551  
TEMPORARY EVIDENCE OF  
LAWFUL ADMISSION FOR  
PERMANENT RESIDENCE  
VALID UNTIL  
EMPLOYMENT AUTHORIZED

- Foreign passport with machine-readable immigrant visa with I-551



- Employment Authorization document issued containing a photograph



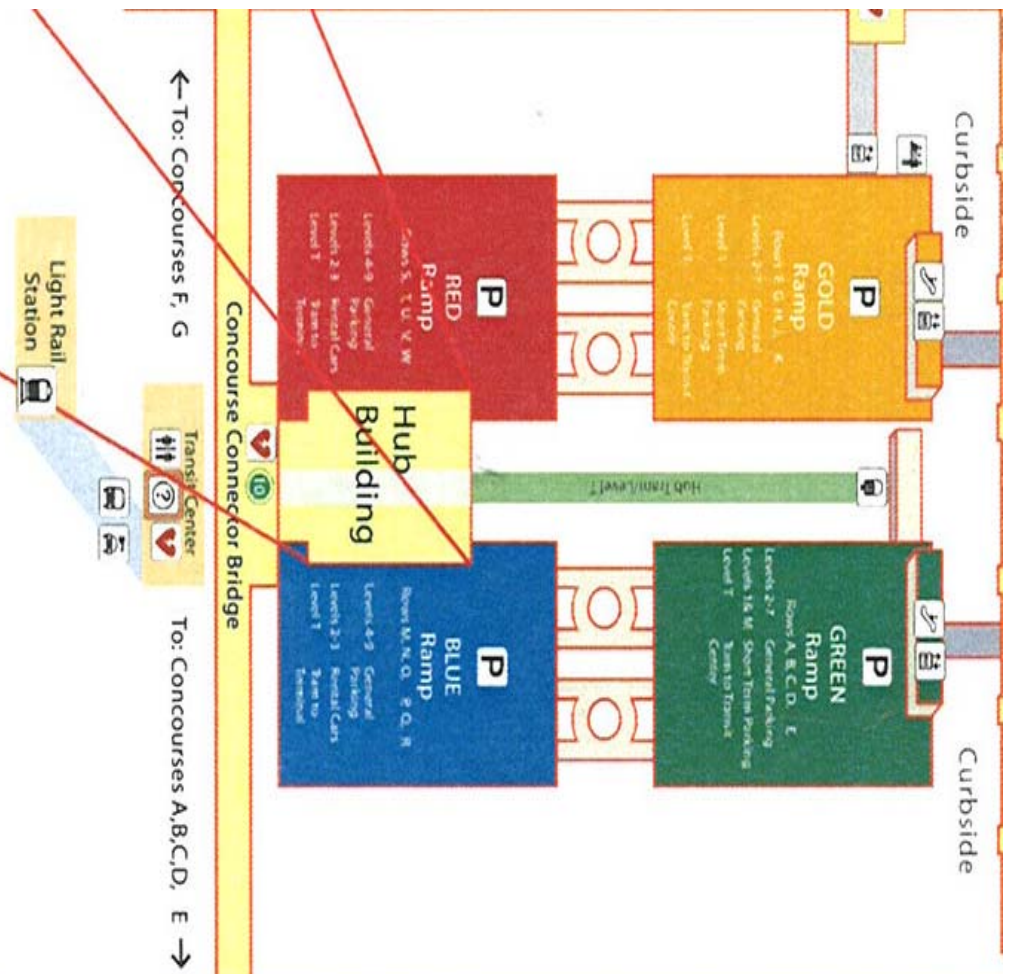
- Nonimmigrant Exchange Visitors Visa (J-1 or F-1 Status) must be accompanied by proper documentation. Student exchange visitors also need a letter from their responsible school officer.



# Directions to MSP Badging Office

## Airport Parking Availability Information

1-877-FLY-PARK (1-877-359-7275)  
[www.mspairport.com/parking.aspx](http://www.mspairport.com/parking.aspx)



MSP Badging Office is located at Terminal 1 (Lindbergh Terminal) on level five in the General Parking between Red/Blue ramps (two floors above the rental car agencies).

Enter General Parking and stay in the right lane and follow to the back of the ramp. On the left is the blue ramp and the right is the red ramp.

### From Terminal 2 (Humphrey Terminal):

Take **light rail** to Terminal 1. Go to the **Tram** level. Walk past the trams and take the elevator to level five.

From **Terminal 1** (Lindbergh Terminal): Go to the Ground Transportation level and take the **Tram** to General Parking. Exit tram and take elevator to level five.

Terminal 1 **Short-term** parking: Take **Tram** to General Parking ramp. Exit tram and take elevator to level five.





## AIRPORT POLICE DEPARTMENT

Minneapolis-St. Paul International Airport



# Escort Procedures

- Persons authorized to perform escorts must have an “E” displayed on their airport-issued security badge.
- The escort must be in the performance of their official job duties and must be able to monitor, direct and control the actions of the escorted person.
- Individuals who are escorted into Sterile or SIDA areas without being screened through the checkpoint must remain under escort until they submit to screening or exit the security area.
- A person may not escort more than four vehicles at one time unless authorized by the Airport Security Coordinator or designee.
- All persons under escort must possess valid government-issued photo identification such as passport, driver’s license or military identification card.

### Who can be escorted:

- Someone who does not have a security badge and is not in the badging process.
- Someone with a lower security badge type.
- Someone in a short-term capacity such as:
  - a repairman
  - prospective employee for an interview
  - attendee to a meeting

### Who cannot be escorted:

- Badge holders who do not have their badge.
- Employees who need access on a consistent basis.
- Employees with a revoked or suspended badge.
- Someone in the badging process.
- Someone who applied for and was denied a badge.
- Unbadged persons with no legitimate reason to have access.

**If you see violations of any of these escort rules and regulations...**

**Please contact Airport Police immediately by dialing 911**

Failure to follow escort policy could result in the removal of all escort privileges for a period of one year



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# FORMS

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## **SPONSOR COMPANY – LETTER OF INTRODUCTION**

To be completed by Authorized Company Signer when sponsoring a new or returning company to MSP. This letter must be received a minimum of five (5) days before the badging process for the new company can begin.

## **COMPANY PROFILE**

To be completed by all new or returning companies to MSP. This letter must be received a minimum of five (5) days before the badging process can begin. Company Profile form may also be used for company name/address changes and sponsor company changes.

## **AUTHORIZED SIGNER AGREEMENT**

To be completed by all new Authorized Company Signers prior to attending a Signer Session.

This form is also used when:

- Signer legally changes their name
- Signer changes to a different company
- Company name change

If you are unable to print the form on your company letterhead, please attach a business card.

“Person appointing the Authorized Signer” should be company owner, general manager or company executive.



# SPONSOR COMPANY - LETTER OF INTRODUCTION

Please print or copy onto your company letterhead or attach company business card

----- cut here ✂ -----

----- cut here ✂ -----

DATE: \_\_\_\_\_

ATTN: John Hoffer  
Aviation Security Division, Airport Police Department  
Minneapolis-St. Paul International Airport  
4300 Glumack Drive, LT-3255  
St. Paul, MN 55111

**PROJECT NAME**  
**or DESCRIPTION** \_\_\_\_\_

We are introducing the company below:

Your company name \_\_\_\_\_

Address \_\_\_\_\_

Company contact name \_\_\_\_\_ Job title \_\_\_\_\_

Phone \_\_\_\_\_ Cell \_\_\_\_\_ Fax \_\_\_\_\_ Email \_\_\_\_\_

This company will be providing these services for us at MSP Airport: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

The term of our contract is: Start date \_\_\_\_\_ End date \_\_\_\_\_

Signature \_\_\_\_\_

*To be completed by authorized company signers only*

**PRINT NAME** \_\_\_\_\_

**TO SUBMIT THIS FORM:** Scan and E-mail to [Security@mspmac.org](mailto:Security@mspmac.org) or FAX 612-467-0779 or mail to the address above.

Badging Info and Forms available at **[www.myMSPconnect.com](http://www.myMSPconnect.com)**





# AIRPORT POLICE DEPARTMENT



## Company Profile

### SECTION ONE:

Date: \_\_\_\_\_

**Check appropriate box:** ☐ New Company ☐ Reactivating Company ☐ Sponsor Company Change ☐ Billing Update  
☐ Company Name Change (prior name) \_\_\_\_\_

**Corporate Company Name** \_\_\_\_\_

Corporate address \_\_\_\_\_ Suite \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Local address (if applicable) \_\_\_\_\_

Company contact name \_\_\_\_\_ Title \_\_\_\_\_

Best contact number \_\_\_\_\_ Email address \_\_\_\_\_

Company website address \_\_\_\_\_

### SECTION TWO: Contractor Project or Vendor (dba) Name \_\_\_\_\_

**Brief Description of services provided at MSP Airport** \_\_\_\_\_

List your sponsor company \_\_\_\_\_ Contract start date \_\_\_\_\_ End date \_\_\_\_\_

Additional sponsor company \_\_\_\_\_ Start date \_\_\_\_\_ End date \_\_\_\_\_

Are you sponsored by MAC? ☐ Yes ☐ No MAC Contact name \_\_\_\_\_

### SECTION THREE: BILLING AND FINANCIAL INFORMATION:

\*If contract is less than 3 months fees must be paid at time of service\*

**Will you be paying by:** ☐ Cash or check ☐ Invoiced ☐ Check if the billing address is the same as above

Billing address \_\_\_\_\_ Suite \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Billing contact name \_\_\_\_\_ Title \_\_\_\_\_

Best contact number \_\_\_\_\_ Email address \_\_\_\_\_

Signature to authorize billing \_\_\_\_\_ Date \_\_\_\_\_

**Please submit this form, along with:** ☐ Sponsor Company Letter ☐ Two Authorized Signer Letters (if applicable).

Scan and email to [john.hoffer@mspmact.org](mailto:john.hoffer@mspmact.org) and [security@mspmact.org](mailto:security@mspmact.org) or fax to 612.467.0779 or mail to: John Hoffer, Airport Police Department, Minneapolis-St. Paul International Airport, 4300 Glumack Dr, LT-3255, St. Paul, MN 55111.

**Badge Deposit Policy:** Contractors required to pay a \$200 deposit per badge must return badges at the end of the contract period. Badges that are not returned within 30 days of the expiration date will forfeit the \$200 deposit.

**For Office Use Only:** Signer Session date \_\_\_\_\_ Contact Finance \_\_\_\_\_

PW Name \_\_\_\_\_ PW Entry \_\_\_\_\_ List \_\_\_\_\_ POS Push \_\_\_\_\_

Customer No. \_\_\_\_\_ Notes \_\_\_\_\_



DATE \_\_\_\_\_

COMPANY NAME \_\_\_\_\_

PERSON APPOINTING THE AUTHORIZED SIGNER \_\_\_\_\_

*I am requesting that the following employee become an Authorized Signer for MSP Airport security badges. I agree to immediately notify the Badging Office (612-467-0623) if this employee separates from the company OR if the Authorized Signer status should be removed.*

### AUTHORIZED SIGNER AGREEMENT

- ☐ I understand I need to FIRST complete the Authorized Signer Training requirements and be cleared BEFORE I can sign employee badge applications.
- ☐ I understand that I am NOT authorized to sign badge applications for myself. In the event that I should need to apply for an airport security badge, a different authorized signer from my company must be designated and also complete the Authorized Signer Training requirements.
- ☐ I will not sign the authorized signer section on badge applications until **after** the employee has fully completed their section(s).
- ☐ I understand by placing my signature on badge applications, I am certifying I have reviewed the applicant's information and required **original** IDs. I am authorizing the applicant to receive an MSP security badge for the performance of their job duties.
- ☐ I understand faxed or photocopied badge forms bearing my signature will not be accepted. I agree to use **BLUE** ink for purposes of differentiating between original documents and photocopies.
- ☐ I understand badge applications and renewal forms will be valid for **30 days** from the date I complete and sign the forms and that the applicant will be turned away if I do not date the forms.
- ☐ I will immediately notify the Badging Office when an employee is no longer working for my company **and** I will make every effort to promptly **return** the badge.

**PLACE SIGNATURE**

inside box using **BLUE** ink

**MSP BADGE #**  
(IF CURRENTLY BADGED)

**PRINT FULL LEGAL NAME**

LAST

FIRST

MIDDLE

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**TITLE** \_\_\_\_\_ Are you the **PRIMARY CONTACT?** ☐ YES ☐ NO

**PHONE** \_\_\_\_\_ **FAX** \_\_\_\_\_ **CELL** \_\_\_\_\_

AIRPORT OR LOCAL BUSINESS ADDRESS (if different than company letterhead address):

**STREET** \_\_\_\_\_ **SUITE** \_\_\_\_\_

**CITY** \_\_\_\_\_ **STATE** \_\_\_\_\_ **ZIP** \_\_\_\_\_

**IMPORTANT! E-MAIL** \_\_\_\_\_

CONFIRMATION WILL BE SENT TO THIS E-MAIL ADDRESS

☐ My name has changed -- PRINT prior name \_\_\_\_\_

☐ I am REPLACING an Authorized Signer. PRINT previous signer's name \_\_\_\_\_



# MSP AIRPORT ACRONYMS & COMMON TERMS

## AREAS OF THE AIRPORT:

### **SECURITY CHECKPOINTS**

Point of entry for all travelers and for employees who need to be screened prior to entering the sterile area of the airport; manned by the TSA.

### **STERILE AREA**

The area beyond the TSA Security Checkpoints, including the airport mall and concourses.

### **AOA (Air Operations Area) SIDA (Security Identification Display Area)**

All areas inside the fence line (paved and unpaved) used for landing, takeoff or surface maneuvering of aircraft.

### **SECURED AREA SIDA**

The most secured area within the AOA SIDA, including ramp areas around the terminals where baggage is being loaded and unloaded from aircraft, cargo areas, tug-drive and roof.

## **BADGE TYPES:** *(Security badges are to be used for job purposes only)*

### **TAXI BADGE** (Salmon Badge)

Issued to all taxi drivers serving the airport. This badge allows access to the taxi holding area and through checkpoints during limited hours for business in the Landside Office. Taxi Orientation required.

### **STERILE AREA BADGE** (Green Badge)

Issued to employees working in stores or restaurants, as well as Off Site Authorized Signers. This badge allows access through security checkpoints only. No training required.

### **NON-SIDA BADGE** (Blue Badge)

Issued to employees needing access through security checkpoints as well as additional areas such as the loading dock and/or a door, closet or elevator in the sterile area of the airport. No training required.

### **AOA-SIDA BADGE** (Red Badge)

Issued to employees working in the AOA SIDA. Badge must be displayed at all times, SIDA training required.

### **SECURED AREA SIDA BADGE** (Yellow Badge)

Issued to employees working in the Secured Area SIDA. Badge must be displayed at all times, SIDA training required.

## **ACRONYMS:**

**APD** Airport Police Department

**CHRC** Criminal History Record Check (part of badge clearance process)

**MAC** Metropolitan Airports Commission (operates MSP & 6 regional airports)

**MSP** Minneapolis-St. Paul International Airport



**POC** Police Operations Center, across from baggage carousel #14, T-1  
**STA** Security Threat Assessment (part of badge clearance process)  
**TSA** Transportation Security Administration  
**T-1** Terminal #1, formerly Lindbergh Terminal  
**T-2** Terminal #2, formerly Humphrey Terminal

## **SEALS:**

### **CART SEAL**

For employees driving carts in the sterile area of the airport. Cart seal is applied to badge after completion of cart training.

### **CUSTOM SEAL**

For employees working either in the customs area or within the perimeter of an international aircraft. Custom seal is applied to badge when approved customs letter is received.

### **ESCORT SEAL**

Allows a badge holder the ability to bring an un-badged individual(s) or lower level badge holder(s) into secured areas of the airport for work-related purposes.

\*Refer to Escort Procedure handout for detailed information. Escort seal is applied to badge upon direction of Authorized Company Signer.

## **MISC. TERMS:**

### **CONCOURSE PASS**

Allows an un-badged individual access to the sterile area of the airport for work-related purposes. Pass holder will be screened at a checkpoint and is then able to move about the sterile area of the airport without an escort.

### **OFF SITE SIGNER**

Authorized Signers who **will not** be working at the airport will be given a sterile badge with "Off Site Signer" listed on the badge.

### **ON SITE SIGNER**

Authorized Signers who **will** be working at the airport will be given the same badge and access as other employees from their company with "On Site Signer" listed on the badge.

### **PRIMARY AUTHORIZED SIGNER**

Will serve as the key point of contact for the company; able to approve and sign badge applications, receives all badge clearance notifications and is responsible for responding to monthly badge audits.

### **SECONDARY AUTHORIZED SIGNER**

Has the ability to approve and sign badge applications.

### **VENDOR**

Company providing goods, products and/or services to airport.

### **TENANT**

Company occupying a rented space, lessee.

### **CONTRACTOR**

Company providing materials/labor/service work for a limited period of time.