



MSP Signer News



Random Badge Audit Coming

- The TSA now requires airports to conduct 2 random badge audits per year. This is not to be confused with the regular monthly audits.
- 10% of MSP badge holders will be selected by computer.
- Check your list of active badge holders for accuracy.
- Random audit lists and instructions will be mailed to the selected companies in **JULY**. Recipients will be asked to produce photocopies of the selected employees' badges.



July 2009, Issue 22

TIP OF THE MONTH



TIP FROM RENA:

Slow down... Take your time and double check credentials before sending an employee to the Badging Office.

BADGING LOCATION:

Level 5 of the Hub Building, between Red-Blue parking ramps

MAILING ADDRESS:

Airport Police Dept. – Badging Room LT-3255 MSP Airport St. Paul, MN 55111

BADGING HOURS:

Mon & Tue ... 7 am - 4:30 pm
Wednesday .. 6 am - 4:30 pm
Thursday 7 am - 4:30 pm
Friday 7 am - 4:30 pm

CLOSED...

Mon - Fri . 11:30 am -12:30 pm
Also closed on weekends and MAC-observed holidays

FINGERPRINTING HOURS:

Tue & Thurs 7 am - 11am
Wed 12:30 pm - 4 pm

SIDA TRAINING:

Tue & Thurs 1:30 pm
Wed & Fri 8:00 am

CONTACT US:

Phone 612-467-0623
Fax 612-467-0988
Email ... badging@mspmac.org

Improved Credentials List

The list of approved credentials has been revised to be more user friendly. It gives clearer guidance and includes color samples of credentials.

The new document will be included with all badge applications and will soon be posted on our website.

To get a copy, visit or email the Badging Office.

ACCEPTABLE IDs FOR MSP AIRPORT BADGES
June 2009

New badge holders and **renewing** badge holders applying for a MSP security badge, must present **TWO (2) ORIGINAL** documents that establish the following:

1. **IDENTITY**
- AND
2. **EMPLOYMENT ELIGIBILITY**

EXPIRED OR PHOTOCOPIED DOCUMENTS WILL NOT BE ACCEPTED

IF YOU ARE A U.S. CITIZEN BORN IN THE U.S.	IF YOU PRESENT A PHOTO ID FROM LIST A AND A SECOND ID FROM EITHER LIST B OR LIST C	IF YOU PRESENT A PHOTO ID FROM LIST B AND A SECOND ID FROM EITHER LIST A OR LIST C	IF YOU ARE NOT A U.S. CITIZEN - YOU MUST PRESENT TWO (2) ORIGINAL DOCUMENTS THAT ESTABLISH BOTH IDENTITY AND EMPLOYMENT ELIGIBILITY
<p>Documents that Establish IDENTITY and EMPLOYMENT ELIGIBILITY</p> <ul style="list-style-type: none"> U.S. Passport or U.S. Passport Card Permanent Resident Card or Alien Registration Receipt Card (Form I-551) Foreign passport with machine-readable immigrant visa Foreign passport with unexpired Arrival/Departure Record (I-94), bearing the same name as the passport and containing an endorsement of the alien's non-immigrant status, if that status authorizes the alien to work for the employer 	<p>Documents that Establish IDENTITY</p> <ul style="list-style-type: none"> State-issued driver's license State-issued ID card Canadian driver's license U.S. Military card Government ID card issued by federal, state or local government agencies or entities provided it contains a photo or information such as name, date of birth, gender, height, eye color and address. (Ex: FBI, FAA) 	<p>Documents that Establish EMPLOYMENT ELIGIBILITY</p> <ul style="list-style-type: none"> U.S. Social Security card Original birth certificate or "verified" copy of a birth certificate issued by state, county, municipal authority or judging possession of the United States bearing an official seal. Certification of Birth Abroad issued by the Department of State (Forms DS-1085, FS-84E, or FS-349) Non-immigrant Exchange Visitors (J-1 Status) must have Form DS-2019 accompanied by Form I-94 or I-94A. Student exchange visitors also need a letter from their responsible school official. 	<p>Documents that Establish IDENTITY and EMPLOYMENT ELIGIBILITY</p> <ul style="list-style-type: none"> U.S. Passport Certificate of Birth Abroad (Form FS-100) Certificate of Citizenship Certificate of Naturalization + Social Security card must accompany Certificate of Naturalization

Hurry to Register!



Hundreds of signers still need to complete Authorized Signer Training **before year end**. Classes are held **EVERY MONDAY** at 1:00 p.m., immediately followed by SIDA training. Fingerprinting is available at that time if needed. Pre-registration is required. To sign up, email registration@mspmac.org and wait to receive a confirmation.