



# MSP Signer News



December 2007, Issue 4

## Badge Audit Certifications

Please return the certification form only — It is not necessary to include the audit list of employees or a fax cover sheet.

**REMINDER:** Immediately notify the Badging Office of employee terminations and return their badges.

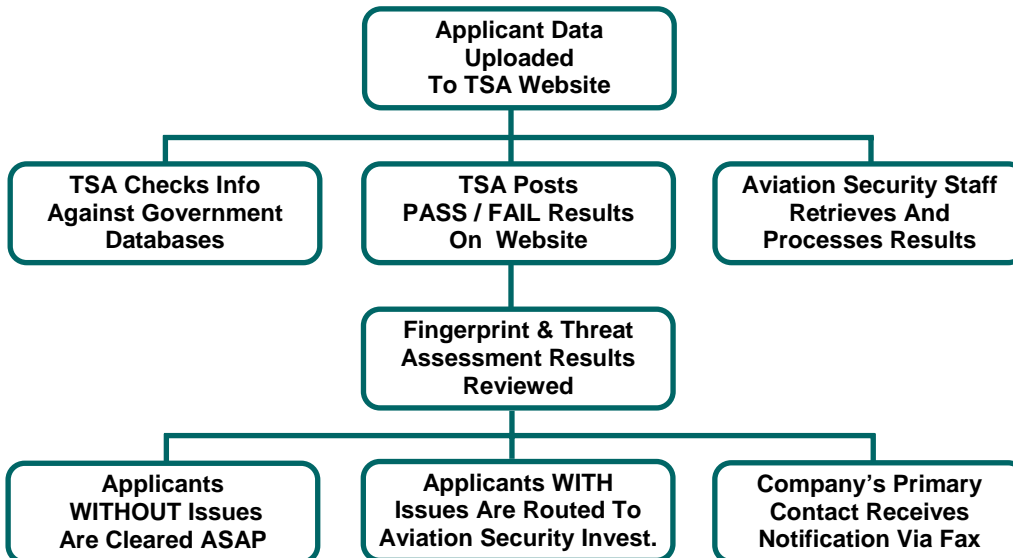
## Holiday Hours

- **CHRISTMAS:** The Badging Office will close at 11:30 a.m. on Christmas Eve Day, and will reopen at 6:00 a.m. on December 26th.
- **NEW YEAR:** The Badging Office will close at 11:30 a.m. on New Year's Eve Day and will reopen at 6:00 a.m. on January 2nd.

## STA & Fingerprint Processes

All new and returning badge holders are now required to pass a TSA Security Threat Assessment (STA) in addition to fingerprint clearance. Current turnaround is 3-4 days.

**REMINDER:** STAs are valid for 30 days. Ensure that employees pick up their badges within 30 days of notification or they'll need to start the process over again!



## Signer Sessions

The next sessions for authorized signers will be held December 10<sup>th</sup> and January 14<sup>th</sup>. TIME: 1:00 - 2:00 p.m. LOCATION: Hub Building, Level 4 (SIDA training room). Refreshments will be served and parking validated. Register at [security@mspmac.org](mailto:security@mspmac.org).



**RENA BOYER** has been with the Badging Office since 1999. She has a Bachelors Degree in Law Enforcement and is very adept at detecting fraudulent credentials.

### BADGING LOCATION:

Level Five of the Hub Building between Red-Blue parking ramps.

### MAILING ADDRESS:

Badging Office  
Airport Police Department  
Room LT-3255 MSP Airport  
St. Paul, MN 55111

### HOURS:

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

### CLOSED...

Daily 11:30 am -12:30 pm  
All MAC-Observed Holidays  
**Christmas Day - Dec. 25**  
**New Years Day - Jan. 1**

### FINGERPRINTING:

Tuesday	7 am - 11 am
Wednesday	12:30 pm - 3 pm
Thursday	7 am - 11 am

### SIDA TRAINING:

Tuesday	1:30 pm
Wednesday	9:00 am
Thursday	1:30 pm
Friday	9:00 am

### CONTACT US:

Phone	612-467-0623
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Email	<a href="mailto:badging@mspmac.org">badging@mspmac.org</a>