



MSP Signer News



January 2008, Issue

Office Hours to Change

Beginning in March, the Badging Office will remain open on weekdays until 4:30 p.m. Fingerprinting hours on Wednesdays will be extended to 4:00 p.m.

Help Shrink the List!

The STOP LIST contains unaccounted for badges that have not yet expired. The number of these badges has grown to an unacceptable level. Companies will receive a list of non-returned badges as part of the badge audit. Badges of terminated employees must be retrieved immediately and turned in to the Badging Office.

Badge Holder Address Changes

Failure to notify the Badging Office of employee address changes is a violation of MSP's security ordinance. Address changes can be emailed, phoned, faxed or delivered.

Audits

When possible, the badge audits and certification forms will be emailed to the primary contact. These will be distributed during the latter half of the month. Thank you for your prompt response!

Signer Change Notifications

Notify the Aviation Security Staff If ...

- Signer Leaves the Company or No Longer Has Authority to Sign
- There are Changes in any Signer Contact Information

Submit a Signer Letter If ...

- Primary Contact Leaves Company or Status is Assigned to Someone Else

EMAIL: security@mspmac.org FAX: 612-725-6185 CALL: 612-467-0519

Upcoming Signer Sessions

The next sessions for authorized signers will be held on February 11th and March 10th. 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.



PATTI BLOHM's badging career began in 1996. She switched gears in 2001 to join MAC's HR dept. She returned after four years and we were thrilled to get her back! Patti particularly enjoys verifying credentials and fingerprinting.

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

CURRENT 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
MAC-Observed Holidays

M. Luther King Jr. - Jan. 21st
President's Day - Feb. 18th

FINGERPRINTING:

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

SIDA TRAINING:

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

CONTACT US:

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