



# MSP Signer News



## Old Forms No Longer Accepted

New 4-page fingerprint applications and badge renewal forms that incorporate the latest TSA security requirements are now available. On June 1st, the Badging Office began rejecting the old applications. Off-airport companies who would like to have quantities mailed to them can email their request to [badging@mspmact.org](mailto:badging@mspmact.org). Be sure to indicate the quantity for each type. Please include your name and mailing address in your email.

## New Badging Info Website

Check out our new site for badging information at [www.metroairports.org/police/badging\\_office](http://www.metroairports.org/police/badging_office). The old location ([mспairport.com](http://mспairport.com)) has been redesigned and is now directed primarily at the traveling public.

## Authorized Signer Training Offered Weekly

Beginning in June, the Authorized Signer class will be held every Monday at 1:00 p.m., immediately followed by SIDA training. Pre-registration is required. To sign up for the training sessions, email [registration@mspmact.org](mailto:registration@mspmact.org). Your company will be receiving instructions on what signers must do to be in compliance with the TSA security directive.

## Change Notifications are Mandatory

**MAC Ordinance 91 Section 3.7 Notify of Changes** Each person with an Airport Issued Personnel Identification Badge shall notify the badging office within ten (10) days of a change in the person's name, home address and/or phone number.

When employees notify you of name, address or phone changes, please ensure that the Badging Office is notified. Employees who are not in compliance with the ordinance may be issued an administrative citation.

## Print Applications in BLOCK LETTERS

The badging staff processes up to 100 applications per day. When printing is hard to decipher, it slows down the badging process. Please help out by requiring applicants to BLOCK PRINT their applications. Illegible applications will be rejected.

## Electric Cart Training Moves to 1st Weds.

Companies that operate electric carts in the terminals: Please note that cart training has moved from the first Monday of the month to the **first Wednesday** at 3:00 p.m. If you have questions about the Cart Training and Inspection process, leave a message for Officer S. Freeman at 612-726-5115.

## Badging Office Closure

In observance of Independence Day, the Badging Office will be closed on **Friday, July 3rd**.



June 2009, Issue 21



### Counter-Terrorism Unit

Officers assigned to the Counter-Terrorism Unit are focused on keeping MSP safe. They gather intelligence and share hot topics of concern as appropriate. They investigate suspicious behavior and security incidents on airport property, including those on-board aircraft, at checkpoints and in secured areas. They handle any badge suspensions or criminal charges that may result. The unit works closely with the FBI, the TSA and other agencies.

### 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

**Friday ..... July 3rd**  
**★★ INDEPENDENCE DAY ★★**

### FINGERPRINTING:

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  
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