



MSP Signer News



Sponsoring a New Company at MSP

Q: My company is replacing a vendor with a firm that has never done business at MSP. What do we need to do?

A: Start the process immediately by following these simple steps:

1. Prepare a SPONSOR letter stating **who** the company is, **what** they will be doing for you and for **how long**. Send the Sponsor Letter to John Hoffer. Be sure to send a copy to your new vendor.
2. Instruct the new (or returning) vendor to email security@mspmac.org and request 'new company' information, referencing your sponsorship letter.
3. **FOLLOW UP** with your vendor to ensure paperwork is submitted.

EACH DAY that passes without action by you and your new vendor slows down the entire process. It can take up to 2 weeks just to get authorized signers trained and approved.

Authorized Signer Lists Distributed

Authorized Signer lists are currently being e-mailed (or mailed) to each company's Primary Contact. **Verification and Response is required.** All Authorized Signers who are to remain in active signing status are required to complete the TSA signer requirements. Pre-registration at register@mspmac.org is required for the training sessions. See the attached *Signer Change Announcement* for further details.

June 1st Cut-off Date for Old Forms

New 4-page fingerprint applications and badge renewal forms that incorporate the latest TSA security requirements are now available. Effective June 1, the Badging Office will no longer accept the old applications. Off-airport companies who would like to have quantities mailed to them can email their request to badging@mspmac.org. Be sure to indicate the quantity for each type.

Form I-94 Credential Alert

All non-US citizen badge applicants must have an immigration-issued document with a photo on it. This means that 'Form I-94 Arrival-Departure Records' must be accompanied by a foreign passport. No exceptions.

Effective June 1, current badge holders who have presented an I-94 without an accompanying foreign passport in the past must now, at renewal time, present a Permanent Resident card or Employment Authorization card or show proof that they have applied for one. Please alert employees of this requirement.



Badging Office Closure

In observance of Memorial Day, the Badging Office will be closed on **Monday, May 25th.**

Authorized Signer Training

Upcoming training sessions will be held on **May 11** and **May 18** from 1:00-2:00 p.m. SIDA training for signers is held from 2:30-3:30 p.m.

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JUSTIN MALONE

Sgt. Malone supervises the ASD counter-terrorism unit and reviews reports involving security violations, suspicious persons or incidents that occur at MSP. He oversees officers' follow-up investigation of these reports and works closely with the FBI and TSA. Sgt. Malone also presents recommendations to the ASC on the suspension or revocation of MSP security identification badges.

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
Mon. May 25th .. Memorial Day

FINGERPRINTING:

Tue & Thurs 7 am - 11 am
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