



MSP Signer News



November 2007, Issue 3

Credentials Must Match

The Badging Office turns away applicants every day because of ID discrepancies. **Be diligent in checking credentials - or risk losing your signer privileges!**

- Names on ID's must match and be spelled exactly the same way.
- The Application address must match the Drivers License address (or yellow DL receipt).
- Expired or photocopied ID's will not be accepted.
- Social Security receipt letters will not be accepted.

Winter is Coming!

Inform employees who work outdoors that badge protectors are available free of charge at the Badging Office.

Notify the Aviation Security Staff...

- If an Authorized Signer leaves the company or no longer has authority to sign
- If there are changes in ANY Signer's contact information
- If the Primary Contact leaves the company OR status is assigned to someone else

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

Security Threat Assessments

Since October 1st, all new and returning badge holders have been required to pass TSA Security Threat Assessments in addition to fingerprint clearances. Technical difficulties with the TSA website caused a backlog of clearances during the first three weeks of the process. The current turnaround time is averaging 3-4 days.

Signer Sessions

The upcoming monthly sessions for authorized signers will be held December 10th and January 14th. TIME: 1:00 - 2:00 p.m. LOCATION: Hub Building, Level 4 (SIDA training room). Refreshments served. Parking validated. Register at security@mspmac.org.

Badging Tips

Remind SIDA Training Class Attendees to:

- Check parking availability at mspairport.com
- Arrive one-half hour early
- **NO LATE ADMITTANCE!**

USE THIS AREA OF THE APPLICATION FOR NOTES TO THE BADGING STAFF
i.e. Interpreter Needed



CONGRATULATIONS, JILL!
Jill Lutgens has been promoted to Security Badging Supervisor. She has 9½ years of experience in the badging office.

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
Veteran's Day - Nov. 12
Thanksgiving - Nov. 22 & 23

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
Fax 612-713-8713
Email badging@mspmac.org