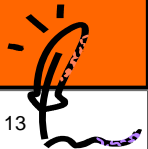


# MSP Signer News



## Great Idea!

Host International, who employs more than 1,000 people at MSP, has instituted a simple but effective badge receipt form using one sheet divided into 3 parts. When a supervisor retrieves a badge from a terminated employee, the ex-employee gets the top portion, the manager gets the middle one and the HR department gets the bottom portion along with the badge—which is promptly returned to the Badging Office. The receipt issued by the badging staff is then filed in the ex-employee's personnel file.

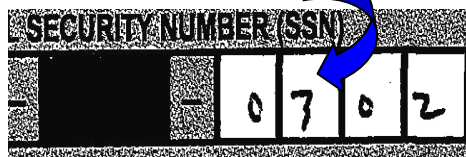
## How to Request Escort Authority

- **New Hire:** Check the 'Escorting' box on the back of the application.
- **Renewal:** Check and highlight the 'Escort' box on the renewal form.
- **Existing Employee who needs authority before renewal period:** Email or fax the Badging Office. There is no extra fee to add the 'E' sticker to an existing badge.



## Legible Handwriting Speeds the Process

Is it a 3 or 7?



Illegible data on the badge application creates unnecessary work for the badging and clearance staff. Please require your applicants to **SLOW DOWN** and **BLOCK PRINT** their applications. **HELP US TO HELP YOU** speed your applicant through the approval process. Thank you!

## U.S. Customs Seals Carry Responsibility



If you have employees with Customs and Border Protection (CBP) seals on their badges, be sure to submit the employee's customs renewal paperwork a **minimum of 30 days prior to their badge renewal.**

**EFFECTIVE OCT. 1ST:** Badges issued the month prior with Customs seals will be suspended if the CBP paperwork has not been submitted to the Customs office. Questions? Email: [jack.wilcox@dhs.gov](mailto:jack.wilcox@dhs.gov)

## Upcoming Signer Sessions

Authorized signer sessions will be held on **October 13, November 10 and December 15.** TIME: 1- 2:30 p.m. LOCATION: Hub Building, Level 4 (SIDA training room). Refreshments will be served and parking validated. To register, email: [security@mspmac.org](mailto:security@mspmac.org).

September 2008, Issue 13



**JOHN HOFFER**

John began work at MSP in 1976 as an airport police officer. He retired in 2002 and returned two days later as a civilian security supervisor. His 32 years at MSP has provided an extensive knowledge base. John fields numerous questions every day. He approves access change requests, adds new companies, works with contractors on construction projects and updates the Airport Security Plan.

### **BADGING LOCATION:**

Level 5 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:**

Mon & Tue .... 7 am - 4:30 pm  
Wed ..... 6 am - 4:30 pm  
Thurs & Fri .... 7 am - 4:30 pm

### **CLOSED...**

Mon-Fri ... 11:30 am -12:30 pm  
Also closed on weekends and MAC-observed Holidays

### **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:**

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