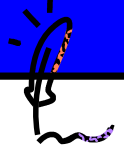




# UPDATED MSP Authorized Signer Requirements April 2009



## **MANDATORY FOR NEW & RETURNING SIGNERS ... EFFECTIVE APRIL 9, 2009 AND FOR EXISTING SIGNERS ... BY DECEMBER 31, 2009**

- Attend Annual Authorized Signer Training
- Attend Security (SIDA) Training - *If original SIDA training was prior to 1/1/07, signer must attend a new class.*
- Pass Background Checks
  - Fingerprint-based Criminal History Record Check (CHRC)
  - Security Threat Assessment (STA)

## **MANDATORY FOR PRIMARY CONTACTS (Audit List will be mailed to Primary Contact)**

- Review your company's authorized signer list and reduce it to only the number of signers absolutely needed.
- Review all contact data and update where needed.
- Companies having only one signer are required to add an additional signer.

## **ANTICIPATED QUESTIONS...**

### **I have a current badge. Do I meet the background check requirements?**

Signers with active badges are exempt from the background checks.

### **I have attended an Authorized Signer session. Do I need to go again this year?**

You are exempt from attending the mandatory training this year but are required to read and review a Signer Update document.

### **Are authorized signers required to obtain a MSP Security Identification badge?**

No - only those who need a badge in order to perform their job duties.

### **When is the Authorized Signer and SIDA training?**

Refer to the schedule on the reverse side of this document. PRE-REGISTRATION IS REQUIRED.

### **When is fingerprinting available?**

In addition to regular fingerprinting hours, fingerprints can be taken after a signer training session as a 'one-stop' convenience to signers.

### **What is the cost?**

The current fingerprinting fee will apply to each signer who needs to fulfill the background requirements.

### **I'm a one-person company and use my accountant to sign for me. How can I add another signer?**

We recommend that you become a signer. Although you can't sign for your own application, you will be able to sign for your signer.

### **Our project ends this summer. Do I need to comply?**

You do not need to be fingerprinted or attend mandatory training as long as your company goes inactive prior to the December 31, 2009 deadline and you were a signer prior to April 9, 2009.

### **I have completed all requirements except SIDA training. Can I attend any SIDA class?**

Yes. Be sure to identify yourself as an authorized signer. No appointments are necessary for regular SIDA training classes. The class schedule is posted at the website [mspairport.com](http://mspairport.com).