



## AIRPORT CREDENTIALING

Upon learning that your company will be doing business at Richmond International Airport, the first step will be to complete a Security Contract and establish an Organizational Billing Agreement.

The Security Contract is an agreement between you and the airport stating that your company and its badgeholders will abide by the regulations set forth by both the Transportation Security Administration (TSA) and Richmond International Airport.

Organization Billing Agreements helps to establish how your company will pay for badges and the badging process. This form is essential if you would like monthly billing services for these fees.

Each company that requires an Airport ID Badge must appoint one or more responsible company employees as "Authorized Signatories." The designated signatory must obtain their badge and complete all required training before assuming signatory duties.

### ENROLL

- \* The Authorized Signatory will enter all badge applications in to the RIC SAFE Signatory Portal

### APPLY

- \* Once entered, applicants will report to the Badging Office with two forms of ID in order to be fingerprinted and complete the application process. (ID's must be listed on the I9 form—one photo ID to prove identity and one to prove eligibility to work in the United States. ID's must be original and not expired.)

### APPROVAL

- \* The applicant information will be sent for a TSA Security Threat Assessment (STA) and an FBI 10 year Criminal History Records Check (CHRC)
- \* Once the results of the STA and CHRC have been received by the Airport Security Coordinator, a determination will be made on whether the applicant is approved to receive an airport badge
- \* Notification is made to the Signatory(ies) as to the final outcome of the application and whether the applicant is cleared to pick up their badge
- \* Once approved, the applicant has 30 days to obtain their airport badge

### TRAIN

- \* Upon notification that a badge has been approved, the applicant returns to the Badging Office with a photo ID to complete mandatory training
- \* Training is video-based and can take up to three hours to complete, depending on the privileges associated with the badge

### BADGE

- \* Once training has been completed and all corresponding tests passed, the applicant is issued their airport badge

## AUTHORIZED SIGNATORY ~ THE IMPORTANT ROLE YOU PLAY IN AIRPORT SECURITY

The issuing of Airport ID Badges is an important element of maintaining effective security measures at RIC and Authorized Signatories play a crucial role in administering and maintaining the integrity of the RIC Airport Badge program.

The Authorized Signatory:

- \* Is the person in charge of requesting Airport ID Badges by completing the badge application in the SAFE Signatory Portal
- \* Determines what type of badge each employee requires and what privileges should be assigned to the badge
- \* Confirms that the required forms of identification are in order before sending employees to the badging office
- \* Is responsible for notifying the airport of any changes in their employee's status and immediately removing access when no longer needed; Or badge is lost or stolen
- \* Is responsible for returning all access media to the badging office when it is no longer needed by an employee
- \* Meets all requirements and deadlines as they pertain to badge audits
- \* Ensures that your company is in compliance with TSA regulations and the Airport's badging protocol
- \* Serves as the designated point of contact for any badging issues that may arise

Your role as the Authorized Signatory is to provide an additional layer of security while supporting the Airport Security Program. RIC relies on you as your company's internal badging expert to help create a secure working environment for everyone at the airport.

