



SIGNATORY AUTHORITY QUICK SHEET

Departmental Information:

Table with columns: Hours of Operation, Cost. Rows include: Administrative Office, Badge Processing, Fingerprinting, Fingerprinting Disposition Reviews, Vehicle Permits/Decals, Security Awareness Training, New Company Orientation, Airport Drivers' Safety Training.

- Each day the office will close for lunch from 12:00p.m. to 1:00p.m.
- Customer Guest Policy: Due to safety concerns and limited space, we no longer service customers with guests (family, friends & children) in our office.

Documentation Requirements:

Table with columns: SIDA & NON-SIDA Badges, Vehicle Permits/Decals. Rows include: New Issue, Renewals & Lost/Stolen Replacements.

Important!

- All Signatory Authorities must verify each employee's personal information on the Badge Request Form before it is submitted to the Security Division for processing.
- Individuals who are renewing their badge may begin the renewal process 30-days prior to their badge expiration date. Badges will automatically deactivate on the badge expiration date.
- All badges that are no longer needed must be returned to the Security Division for deactivation within a 48- hour time period.

Table with columns: Fingerprinting. Rows include: New Issue, Security Threat Assessment (STA) Clearance, Re-Prints.

- ONLY Signatory Authorities can request fingerprint clearance results. Employees are not able to request this information and must speak to their Signatory Authority for details.



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Lists of Acceptable Documents for Verification of Identity and Employment Eligibility
(SD: 1542-04-08G):

Choose one document from List A and one document from List B or C, **OR**
If you don't have a List A document, you must present one document from List B and one document from List C for services.

LIST A	OR	LIST B	AND	LIST C
<p><u>Documents that Establish Both Identity and Employment Eligibility:</u></p> <ol style="list-style-type: none"> U.S. Passport (unexpired or expired) Certificate of U.S. Citizenship (USCIS Form N-560 or N-561) Certificate of Naturalization (USCIS Form N-550 or N-570) Unexpired foreign passport, with I-551 stamp or attached Form I-94 indicating unexpired employment authorization Permanent Resident Card or Alien Registration Receipt Card with photographed (USCIS Form I-151 or I-551) Unexpired Temporary Resident Card (USCIS Form I-688) Unexpired Employment Authorization Card (USCIS Form I-688A) Unexpired Reentry Permit (USCIS Form I-327) Unexpired Refugee Travel Document (USCIS Form I-571) Unexpired Employment Authorization Document issued by USCIS that contains a photograph <p style="text-align: center;">NOTE: A government issued ID (i.e. Driver's license or State ID card) can be used as the second document for Fingerprinting and ID services.</p>		<p><u>Documents that Establish Identity:</u></p> <ol style="list-style-type: none"> Driver's license or ID card issued by a State or outlying possession of the U.S. provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address ID card issued by Federal, State, or local government agency or entity provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address School ID card with a photograph Voter's registration card U.S. Military card or draft record Military dependent's ID card U.S. Coast Guard Merchant Mariner Card Native American tribal document Driver's License issued by a Canadian government authority <p style="text-align: center;"><u>For persons under the age of 18 who are unable to present a document listed above:</u></p> <ol style="list-style-type: none"> School record or report card Clinic, doctor, or hospital record Day-care or nursery school record 		<p><u>Documents that Establish Employment Eligibility:</u></p> <ol style="list-style-type: none"> Social Security card issued by the Social Security Administration (other than a card stating it is not valid for employment) Certification of Birth Abroad issued by the Department of State (Form FS-545 or Form DS-1350) Original or certified copy of a birth certificate issued by a state, county, municipal authority, or outlying possession of the U.S. bearing an official seal Native American tribal document U.S. Citizen ID Card (USCIS Form I-197) ID Card for use of Resident Citizen in the U.S. (USCIS Form I-179) Unexpired employment authorization document issued by USCIS (other than those listed under List A)

Federal Employees: Federal employees may use U.S. federal employee identification cards to establish employment eligibility and identity under the provisions of this security directive. A second form of government issued ID must be presented for Fingerprinting and ID services.

Non-U.S. Citizens: Applicants **must** provide their Alien Registration Number or Non-Immigrant Visa for Fingerprinting and ID services.

U.S. Citizens Born Abroad: Applicants **must** provide their U.S. Passport Number, DS-1350 (U.S. Birth Certificate of applicants born abroad), or Alien Registration Number (if applicable) for Fingerprinting and ID.



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General Security Procedures:

<i>Badge Usage:</i>	<i>Escort Privileges:</i>
<ul style="list-style-type: none"> Individuals must wear badge (SIDA & NON-SIDA) at all times. The badge must be worn below the neck and above the waist on the outer-most garment. Piggybacking is not allowed by any individual. 	<ul style="list-style-type: none"> Companies/Individuals must be approved by Security Management – submit all request forms to Security Division. A validation seal will be issued to approved individuals. Both request form and validation seal must be presented. <p><u>Contact Compliance & Enforcement for additional details:</u> E-Mail: SecurityCompliance@Atlanta-Airport.com Tel: 404-561-6416 FAX: 404-530-6839</p>
<i>Vehicle Permit/Decal Usage:</i>	<i>Breach of Rules Notice (BORN):</i>
<ul style="list-style-type: none"> Un-expired permits must be visibly placed on the dashboard of appropriate vehicles. Expired permits are not to be used for access; they must be returned to the Security Division and renewed (if applicable). Decals are only issued to vehicles permanently assigned to the airport. All vehicles must be properly marked with a <i>permanent company name or logo</i>; improperly marked vehicles will be denied access at the point of entry. 	<ul style="list-style-type: none"> Implemented disciplinary measures for violations listed in City of Atlanta Code, Section 22-66.
	<i>Hartsfield-Jackson Harry:</i>
	<ul style="list-style-type: none"> Challenge program designed to ensure safety in the SIDA. Keep the airport safe and secure by challenging individuals who are not properly displaying their badge. Win a \$25.00 cash reward and the opportunity to win \$500.00 in the Hartsfield Challenge Sweepstakes held quarterly.

Departmental Contact Information:

<i>Security Division E-mail Address:</i>	<i>SecurityID@Atlanta-Airport.com</i>
<i>Main Telephone Number:</i>	(404) 530-6667
<i>Main FAX Number:</i>	(404) 530-6839
<i>Airport-Airport Website:</i>	www.Atlanta-Airport.com
<i>Security Services Website (Direct Link):</i>	www.Atlanta-Airport.com/Business/Security
<i>Mailing Address:</i>	City of Atlanta Department of Aviation – Security Division P.O. BOX 20509 Atlanta, GA 30320-2509