



DANIEL K. INOUE INTERNATIONAL AIRPORT Authorized Signatory



Please type. Handwritten forms will be rejected.

Company Name: _____

Name of Designee: _____
LAST FIRST MIDDLE INITIALS

Company Mailing Address: _____

Designee's E-Mail Address: _____

Office Phone #: _____ Cell Phone #: _____

The Transportation Security Administration (TSA) AND Airport Security Program mandates each company (which includes Tenants, Lessees, Private Plane Owners, Permittees, Agencies, and Organizations at HNL) that receives Airport ID Badges have an Authorized Signatory on file with the Pass & ID Office.

The Authorized Signatory is the company's designated representative who is authorized to sponsor company employees onto airport property, authorized to request security items from the Pass & ID Office, the main point of contact for security related items, and the accountable person for Pass & ID Office issued security items. Individuals approved for such authority play a significant role in the credentialing of Airport employees. Individuals designated as Authorized Signatories must understand the program requirements and their responsibilities.

Initial and annual recurrent training within 12 months of the last Authorized Signatory training is required for continuance of Authorized Signatory privileges and badge renewal. Failure to complete or comply with any aspect of the Authorized Signatory program requirements will affect an Authorized Signatory's status, access to the Authorized Signatory web portal, and may affect items issued by the Pass & ID Office to the employees of the company.

All Pass & ID Office issued items are property of the State of Hawaii, Department of Transportation and must be returned or surrendered immediately to the Pass & ID Office upon expiration, when requested, or when no longer needed. Immediately report and deactivate lost/stolen and/or unaccounted for ID Media and/or separated or terminated employee ID Media via the Authorized Signatory web portal. Notification within 24-hours and immediate badge deactivation is required if any HNL badge holder has a possible conviction of any Disqualifying Crimes as defined in 49 CFR 1542.209.

Misuse of or failure to return Pass & ID Office issued items may result in charges of theft, monetary fines and/or temporary or permanent revocation of the item(s) and/or privileges. In addition, requests for new or renewing security items, to include badges, from companies with outstanding or expired Pass & ID Office issued item(s) may be denied until the company settles such item(s) with the Pass & ID Office.

The Authorized Signatory's and the company's contact information must be current with the Pass & ID Office. Authorized Signatories are required to inform the Pass & ID Office of any changes to contact information. Resubmittal of this form, with updated information, is required if changes occur.

By signing this document, I acknowledge understanding of the above and accept the requirements of the Authorized Signatory program rules and responsibilities.

Signature: _____ Date: _____

Pass & ID Office Use

Visible ID#: _____

Badge Type: SIDA AOA STERILE PERMITTEE