



AUTHORIZED SIGNATORY TRAINING

CHECK ONE NEW RENEW

By signing below, I attest that I have completed the Lihue Airport Signatory Training. I do not have any questions and fully understand all the requirements and responsibilities associated with being an authorized signatory and accept that responsibility.

FILL OUT ON COMPUTER OR PRINT LEGIBLY

PRINT NAME: _____

SIGNATURE: _____

DATE: _____

COMPANY: _____

COMPANY MAILING ADDRESS: _____

OFFICE NUMBER: _____

CELL PHONE NUMBER: _____

Signatory Email: _____

Badge # _____ Badge Expiration _____



On behalf of the company, I further acknowledge the following responsibilities as the Authorized Signatory:

1. Immediately notify Pass & ID Office or Airport Security Coordinator (during business hours), or Airport Security Services (808 274-3814 24/7) to deactivate the employee's badge if any of the following occurs: suspension, separation from company, resignation, termination for any reason, transfer, lay off, conviction of a disqualifying felony as defined in Federal Regulation 49 CFR 1542.209 (d), or for any other reason that the badge is no longer needed or if there is any reasonable belief that the person may present a danger to the Airport, civil aviation, employees of the airport, the traveling public, and/or airport users.
2. Ensure that airport-issued ID Media, including expired badges, are returned to the LIH Pass & ID Office within five business days of notification to deactivate since the company, as the sponsor, is responsible for the accountability of the badge.
3. If a badge is not returned within five business days of notification to deactivate, my company, as sponsor, will pay applicable unrecoverable badge fees on time. I understand that my company's agreement, as sponsor, to be responsible for such charges and fees is a material condition to the Airport's issuance of the badge, and that without such an agreement from the sponsor, the Airport would not issue a badge to the applicant.
4. Ensure that no airport-issued ID Media are transferred to or used by any person other than to whom they were issued.
5. Understand that the company may be responsible for their employees' infractions and may be subject to fines and/or civil penalties.
6. Ensure all employees are aware of the Airport Security Rules and Regulations including the wearing and displaying of their badge and their responsibilities under 49 CFR 1540.105(a) copy attached for your reference and to show all employees (TSA NA-18-03A)
7. Review for completeness and accuracy, sign and initial all New and Renewal Badge Applications.
8. Confirm that a specific need exists for providing each individual badge applicant with unescorted access. Insure the number of LIH Airport issued SIDA badge media are kept to a minimum.
9. Provide the Pass & ID Office with their company's phone#, cell# and email and provide the Pass and ID office with any changes.
10. Notify the Pass and ID office immediately if you, or any other Authorized Signatory, separates from the company or is no longer the Authorized Signatory.
11. The Signatory must keep a use log of Escort Required Badges to include the following:
 - a. Escort person, name/badge#/ initials
 - b. Name of person issued E badge
 - c. Area of escort, time/date out
 - d. Time and date Escort badge returned

Signature

Date

1540.105 Security responsibilities of employees and other persons.

(a) No person may:

(1) Tamper or interfere with, compromise, modify, attempt to circumvent, or cause a person to tamper or interfere with, compromise, modify, or attempt to circumvent any security system, measure, or procedure implemented under this subchapter.

(2) Enter, or be present within, a secured area, AOA, SIDA or sterile area without complying with the systems, measures, or procedures being applied to control access to, or presence or movement in, such areas.

(3) Use, allow to be used, or cause to be used, any airport-issued or airport approved access medium or identification medium that authorizes the access, presence, or movement of persons or vehicles in secured areas, AOA's, or SIDA's in any other manner than that for which it was issued by the appropriate authority under this subchapter.



AUTHORIZED SIGNATORY TRAINING

EACH AUTHORIZED SIGNATORY MUST:

- ✓ Successfully completed the Lihue Airport Badge training.
- ✓ Have an **active** LIH Badge
- ✓ Have a request to be Authorized Signatory on company letterhead.
- ✓ Complete the Authorized Signatory Training. Certify they have completed.

SIDA/CONSTRUCTION/STERILE SIGNATORIES:

- ✓ Submit to a Criminal History Records Check (CHRC) and Security Threat Assessment (STA)

AOA/PUBLIC AREA SIGNATORIES:

- ✓ Submit to a Security Threat Assessment (STA)

Any questions may be directed to the Pass and ID Office or the Airport Security Coordinator.

Office Hours:	Monday- Friday 8:00 am- 4:30 pm (No funds accepted after 3:00 pm)
✓ FAX:	(808) 241-3925 (808) 241-3926
After Hours:	Security Dispatch (808) 274-3814
Mailing Address:	Lihue Airport Attn: Pass and ID Office 3901 Mokulele Loop #6 Lihue, HI 96766

Closed on State and Federal Holidays