
PHL AUTHORIZED SIGNATORY INFORMATION HANDBOOK

January 2024

NAME OF AUTHORIZED SIGNER: _____
AUTHORIZED SIGNATORY TRAINING DATE: _____

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Introduction

This handbook was created to assist all Authorized Signatories in navigating their responsibilities, to serve as a reference and to provide a comprehensive guide to locate answers to any questions you may have. This handbook should be considered a living document, which means any, and all information is subject to change. The Airport Security Office will share changes and updates through emails to the Authorized Signatories and through the Airport website: <https://phl.org/working-at-phl/resources>.

Authorized Signatories must complete annual training per TSA guidelines. Within one year following their initial training, recurrent training must be completed. This required training will be completed on our online testing website: <https://phl.iet-ls.com>
All Authorized Signatories are required to submit their company's Authorized Signatory Letter.

We encourage you to contact the Security Badge Office at (215) 937-6801, or Vincent.Elsier@phl.org for any questions or concerns that may not be included in this handbook.

Requirements to become an Authorized Signatory

- Complete, pass, and maintain a CHRC and STA background check.
- Complete the PHL Signatory Training Course in the Interactive Employee Training Center.
- Provide Vincent.Elsier@phl.org an Authorized Signatory Letter for your company.
- Complete the PHL Signatory Training Course on an annual basis.
- Obtain and maintain a valid PHL ID badge with appropriate endorsements while acting as an Authorized Signatory.

Authorized Signatory Requirements

Authorized Signatories are designated by each company participating in the Airport Security Program. The primary responsibilities of authorized signatories are to ensure that your employees are properly applying and remain in compliance with TSA and Airport Security policies. Failure to comply with, or falsification associated with TSA Federal regulations could result in civil penalties up to \$10,000.

The following are additional requirements as an Authorized Signer.

Manage Badge Privileges

- Maintain and provide the most current PHL Security Identification Badge application to the employees of the company you represent.
- Request and maintain only the appropriate access levels and/or driving privileges for employees of the company you represent, based on an operational need.
- Only request non-movement, or movement driving privileges for authorized individuals with a demonstrated need to access the PHL airfield.
- Confirm that the applicant has demonstrated a need for the requested access level.
- Attest that a specific need exists for providing the individual applicant with the requested PHL unescorted access authority, and the applicant understands their security responsibilities.
- Ensure that all PHL security ID badges, and control access keys are immediately revoked and returned to the Badge Office upon separation of employee from the company. Provide the reason for separation.
- The company you represent could be invoiced for any fees incurred by the badge applicant, or any non-returned badges.

Manage applications

- Never sign a blank PHL Badge Application.
- Attest that you have reviewed all applications for accuracy.
- Ensure that applications are signed in blue or black colored ink.

- Confirm that the application is completed in its entirety in front of the authorized signer.
- Ensure all legal names the employee has ever used are entered on the application. This includes, but is not limited to, maiden names, any name used by an applicant/employee from another country or aliases. Nicknames are not permitted, nor should they be used on the application.
- Instruct and verify that applicants provide two appropriate valid forms of identification or documentation for the fingerprinting, badge issuance and badge renewal process.
- Instruct the applicant to complete citizenship information and enter the document numbers. This includes but is not limited to: permanent resident card number, employment authorization number, passport number, and should include the issuing and expiration dates.
- Submit a tri-fold application for new applicants. Submit replacement badge request forms for renewal of ID Media or upgrades.
- Never knowingly approve someone for an application process who has been convicted of a TSA disqualifying crime within the last 15 years.

Manage applicant training

Ensure that your company applicants are trained on, understand, and remain compliant with all applicable TSA regulations and PHL ID badge rules and regulations. This includes all new security changes and regulatory requirements. As the Authorized Signatory, you are responsible for ensuring all your employees receive updates or changes to Airport Security and driving regulations.

Communicate with outside departments

- Respond to PHL Security Office and TSA audits and requests for information within the designated timeframe allocated.
- Immediately notify the PHL Security Office of any unaccounted-for ID (lost, stolen, terminated or suspended employees, etc.).
- Ensure that the list of Authorized Signatories contact information always remains current with the PHL Badge Office. Notify the office of any Authorized Signatory changes.
- Immediately notify the Security Office when an employee's work status has changed (furlough, suspension, etc...).

Airport ID Badge Forms

ID badge forms can be found at: <https://www.phl.org/working-at-phl/resources>

Information located on the webpage include:

- Available jobs through the PHL Job Portal
- Equal Employment Opportunities in Philadelphia
- Criminal History Record Check (CHRC)
- Security Threat Assessment (STA)
- Naturalized Citizens and Resident Alien Requirements
- Disqualifying Criminal Offenses
- Escorting Rules and Responsibilities and attached Escort Request Form
- Violations of Escort Rules and Regulations
- Lost/Stolen Badge Information and Reporting Responsibilities
- Damaged Badges
- Badging Fees
- ID Badge Renewals and attached Replacement Badge Request Forms
- Hours of Operation & Contact Information

Escorting Rules and Regulations

Submit requests

- Authorized Signatories may request an active badge count by contacting DOA-Security at (215) 937-5452.
- Escort requests MUST be submitted via email to a supervisor (as a scanned PDF) or faxed to (215) 937-4558 at least 24 hours prior.
- Once approved, the employee must schedule a badge upgrade appointment at www.phl.as.me. The employee will need a re-issue form, 2 forms of ID, and if available, a copy of the request approval/email.
- For escort request that exceed 25% of their active blue/black badge count, the Authorized Signer will need to submit an escort exemption request form to the Airport Security Manager with an operational justification for exceeding 25%.
- Companies with 10 or less active blue or black badges are automatically allowed 5 escort badges.

Valid reasons for escorting

- Escorting of a "Visitor" is allowed to take place by authorized blue or black badged personnel for short term, legitimate, business-related reasons only.
- Employees who lose, forget, or have an expired ID Badge are NOT considered "Visitors" and cannot be escorted.

Badge color code escort privileges

- Red and Yellow badges MAY NOT ESCORT in the SECURE, STERILE, or SIDA areas of the Airport.
- Yellow badges may escort unbadged individuals in the non-secure section of the AOA area of the airport.
- Escort authorized blue or black badge holders are designated with an airport applied "E" sticker on the face of their badge, or with a solid red line that identifies a law enforcement officer.

- Escort authorized blue or black badge holders may only escort three (3) people at any given time. Vehicle escorts may only escort one (1) person at a time. The escort must take full responsibility for the visitor(s) and must explain airport and escorting rules to the visitor(s).

Limitations of escorts

- Visitors under escort must be under direct control of the authorized escort at all times. This means they must always remain within 10 feet and in the direct line of sight of their escort.
- Visitors may only be escorted for a total of 21 days per 365-day rolling calendar year.
- Disqualified applicants may not be escorted under any circumstance.
- Authorized escorting may only begin at security screening checkpoints or Gate V01.

Reporting responsibilities of escorts

- Authorized escorts must notify Airport Police if they lose control of their visitor(s).
- Authorized escorts are responsible for reporting any suspicious activity to airport police immediately.

Violation of Escorting Rules and Regulations

- 1st - offense: minimum of \$150 monetary fine, removal from the secured/ restricted area, and loss of Escort Privileges until successful SIDA and Escort retraining is completed.
- 2nd - offense: a minimum of \$150 monetary fine, removal from the secured/ restricted area, and loss of Escort Privileges. SIDA retraining will be required.
- 3rd - offense: complete loss of access privileges at PHL.

Initial ID Badge Process Information

- Fingerprint appointments must be made for all new applicants.
- New applicants must present the following:
 - Signed and filled out PHL ID Badge Tri-Fold Application by authorized signer and applicant.
 - Two forms of identification (proper forms on back of application).
 - Signed Privacy Act forms given by security personnel in IET room.
 - Payment (if applicable).
- If any portion of the application is incomplete or incorrect, the application will not be accepted, and the applicant will be instructed to return to the authorized signatory. A new appointment will need to be scheduled for the applicant.
- Driving privileges may be revoked, if an employee is found to violate any PHL rules and regulations while driving in the non-movement and/or movement areas.
- CHRC & STA clearances usually take 3-5 days, but in some instances with foreign born U.S. citizens, it may take up to 30 days.
- PHL Security will contact the authorized signatories once the employee has cleared both CHRC and STA background checks. Please do not contact our office beforehand.

Applicant Testing

- Tests are conducted in the Interactive Employee Training room located in the Communication Center.
- All applicants are required to take both the SIDA Training and Human Trafficking training tests.
- Applicants in need of driver privileges are required to take the Non-Movement Driver Training.
- Applicants who need to drive on runways and taxiways will need to take both the Non-Movement Driver Training, and Movement Area Driver Training.
- Movement Area Driver Training with DOA Operations personnel is required prior to the issuance of the badge with a Movement Area endorsement.

Renewal or Expired ID Badge Process Information

Badging appointments must be made for all renewal employees or expired ID Badge applicants. Renewal applicants must present the following:

1. Signed and filled out PHL ID badge replacement badge request form by the authorized signer and applicant.
2. Two forms of identification.
3. Completion of Recurrent SIDA Training and Human Trafficking test which can be taken online, or in the Interactive Employee Training room located in the Communication Center (if taken over one year prior).
4. Stamped reissue slip or half sheet issued by Customs & Border Protection (if applicable).
5. Payment (if applicable)

Lost/Stolen ID Badge Process Information

Employee and/or authorized signer are required to report the lost/stolen ID Badge to the Security Office immediately. If after hours, please call the Security Office at (215) 937-5452. Lost/Stolen ID requires the following:

1. Signed and filled out PHL ID Badge replacement badge request form by the authorized signer and applicant.
2. Two forms of identification
3. Stamped reissued slip or half sheet issued by Customs & Border Protection (if the badge is lost/stolen within 6 months of the badge initially being issued, a stamp or half sheet may not be required depending on the expiration date of the badge being issued).
4. Contact the security office to confirm if the employee needs to apply again for a customs seal.

Add-on/Transfer ID Badge Process

Badging appointments must be made for all add-on/transfer applicants. Add-on/Transfer applicants must present the following:

1. Employees wishing to add/transfer a company must submit a signed and filled out PHL ID Badge Tri-Fold Application by authorized signer and applicant 24-48 hours prior to badging appointment.
2. Two forms of identification.
3. Completion of Recurrent SIDA Training and Human Trafficking test which can be taken online, or in the Interactive Employee Training room located in the Communication Center (if taken over one year prior).
4. Stamped reissue slip or half sheet issued by Customs & Border Protection (if applicable).
5. Payment (if applicable).

PHL Security Fees

Description	Fees
Fingerprints	\$32
ID Badge	\$33
Renewal ID Badge	\$33
Lost Badge (1 st occurrence)	\$100
Lost Badge (2 nd occurrence)	\$150
Lost Badge (3 rd occurrence)	\$200
Lost Badge (4 th occurrence)	Badge privileges revoked

PHL Violation Fees

Description	Fees
Primary Violation	\$150
Secondary Violation	\$75

Companies with high unaccounted badge rates are subject to a \$150 fine for each unaccounted badge.

Authorized signers must send certified letters to each employee requesting the badge be returned to avoid the unaccounted badge fine.

If authorized signers continue to have unaccounted badge rates higher than 5% of their active badge count, PHL has the authority to revoke authorized signer privileges and place the company on a 30-day suspension, revoking all badge issuances.

PHL Privacy Act Notice

- Applicant shall read and understand that for them to be approved for a PHL ID Badge, they shall have not been convicted, found guilty by reason of insanity, or adjudication withheld of any of the disqualifying criminal offences within the last fifteen years.
- Applicant shall read and acknowledge the Privacy Act Notice, and the release of their Social Security Information, for use by the TSA, to verify their identity.
- Form must be completed and signed in its entirety and present form at time of application.

Badging Office Information

The PHL Badging Office is located inside the Communication Center in between terminals C and D on Departures Road.

Address: 8500 Essington Avenue Philadelphia, PA 19153.

Contact Information:

(215) 937 - 6801

Vincent.Elsier@phl.org

After Hours Assistance (i.e. revoking of an ID):

(215) 937 – 5452 (24/7) or ext: 4444 from a white courtesy telephone

Hours of Operation:

Monday – Friday 8:30 a.m. – 12:00 p.m. and 1:00 p.m. – 6:00 p.m.

*Closed for county observed holidays

Appointments are required for fingerprinting and badging (including renewals).

All appointments are made online at: phl.as.me

APPENDIX A – Definitions

Active ID Media –a current, unexpired PHL security identification badge media

Air Operations Area (AOA) –a portion of an airport, specified in the airport security program, in which security measures specified in 49 CFR Part 1500 are carried out. This area includes aircraft movement areas, aircraft parking areas, loading ramps, and safety areas for use by aircraft regulated under 49 CFR Parts 1544 or 1546, and any adjacent areas (such as general aviation area) that are not separated by adequate security systems, measures, or procedures. This area does not include the Secured Area.

Airport Operator- a person that operates within an airport serving an aircraft operator or foreign air carrier required to have a Security Program under Parts 1544 or 1546 of 49 CFR Chapter XII.

Airport Security Program (ASP) –a security program approved by TSA under 1542.101 of 49 CFR Chapter XII.

Airport Tenant –any person that has both a security program under Parts 1544 or 1546 of 49 CFR Chapter XII, and an agreement with the Airport Operator to conduct business on Airport property, excluding an aircraft operator or foreign air carrier.

Applicant –an individual who is applying for a PHL Unescorted Identification Media

Authorized Signatory- the individual or designated representative authorized to sponsor individuals and request airport identification media for them. The Authorized Signatory shall also serve as the company representative and liaison between the company, its employees, and PHL.

Authorized to Work –an individual is a citizen or national of the United States, permanent resident in the United States, or authorized under the immigration laws of the United States to be hired, recruited, or referred for employment in the United States.

Criminal History Records Check (CHRC) - a review of all records containing any information collected and stored in the criminal record repository of the Federal Bureau of Investigation.

Company - any airport employer, tenant, or leaseholder who operates a company, business, or leases property from PHL. They may request their employees apply for an airport issued identification media.

Current ID Badge Holder –an individual who holds an airport issued identification.

Escort - to accompany an individual who does not have unescorted access authority at all times and maintain constant visual and audible contact into or within the AOA, SIDA/Secured, and/or Sterile areas of airports. Escorts must comply with all the rules of the PHL Escort Authority Program.

Expired ID Badge—a PHL security ID Badge that has not been renewed prior to expiration date.

FAA –Federal Aviation Administration.

ID Media –any credentials, card, badge, or other media issued for identification purposes and use at an airport. This includes, but is not limited to, media designating unescorted access to an air operations area (AOA), secured area, security identification display area (SIDA), sterile area, or to any public area.

Secured Area –a portion of an airport specified in the ASP in which security measures specified in Part 1542 of 49 CFR Chapter XII are carried out. This area is where aircraft operators and foreign air carriers that have a security program under Parts 1544 or 1546 of this chapter enplane and deplane passengers and sort and load baggage, and any adjacent areas that are not separated by adequate security measures.

Security Identification Display Area (SIDA) –a portion of an airport specified in the airport security program, in which security measures specified in 49 CFR Part 1542 are carried out. This area includes the secured area and may include other areas of the airport.

Security Threat Assessment (STA) –a check conducted by TSA of databases relevant to confirming the following three things:

- an individual does not pose a security threat
- an individual possesses lawful status in the United States
- an individual identity.

Sterile Area –a portion of an airport defined in the airport security program that provides passengers access to boarding aircraft. Access is controlled through the screening of persons or property by the TSA, an aircraft operator under Part 1544 of 49 CFR Chapter XII, or a foreign air carrier under Part 1546 of said chapter.

Transportation Security Administration (TSA) –an agency of the U.S Department of Homeland Security that has authority over the security of the traveling public in the United States.

Trusted Agent –an airport operator employee or agent that collects information from applicants and current airport identification media holders used in the CHRC and STA, transmits the information to the designated aviation channeler, and authorizes the issuance of identification media, or issues the identification media.

TSA Personnel –an individual employed by TSA, including Transportation Security Officers (TSO) and Transportation Security Inspectors (TSI).

Unescorted Access Authority –authority granted to individuals to gain entry to, and be present without an escort in, the AOA, SIDA/Secured, and/or Sterile areas of airports.

APPENDIX B – Driving Privileges Request Template

January 2, 2024

To: All Entities Requesting Unescorted Airside Driving Privileges at PHL
From: Department of Aviation PHL
Subject: Unescorted Airside Driving Privileges at PHL – Insurance Requirements

Welcome to PHL! We are happy to have you join our growing airport family! Due to the size and complexity of our airport operations – and for your protection as well as others operating on the airfield – we will need to confirm your compliance with our insurance requirements prior to granting airside access for your vehicles.

Below are the steps you will need to take in this process:

- Step 1 Review the full listing of insurance requirements for commercial operators found in <https://phl.org/leasing-rules-regulations> along with this memo and sample form certificate of insurance (COI) to determine if you are eligible to meet the requirements.
- PLEASE BE ADVISED:
- A. Minimum business automobile liability limit required for unescorted airside driving privileges is \$5,000,000 combined single limit each occurrence for bodily injury and property damage.
 - B. List the City of Philadelphia Department of Aviation as an additional insured in its automobile insurance policy.
 - C. Be registered with Airport Operations.
- Step 2 Provide the sample COI to your insurance broker to request issuance of the required COI under your insurance program.
- Step 3 Submit your COI via email to Wallace.Dubois@phl.org
- Step 4 After you receive the approval email from PHL Operations verifying your COI complies, follow the instructions from PHL Security when you apply as a new authorized signer, including testing and submission of the authorized signer letter to the airport badging office.
- Step 5 Ensure your required insurance remains in full force and effect, providing updated COIs for each renewing policy referenced in advance of your policy expiration date(s) via email to Wallace.Dubois@phl.org. **If at any time, your insurance is cancelled, nonrenewed or fails to continue to meet PHL requirements, your airfield access will be revoked.**

If you have any questions about the PHL insurance requirements, please send a message to Wallace.Dubois@phl.org and we will respond to you as soon as possible. Thank you!

APPENDIX C – Authorized Signature Letter

(PRINTED ON YOUR COMPANY'S LETTERHEAD)

Date:
Vincent Elsier
ID Badging Manager
Terminal C Departures
Philadelphia International Airport
Philadelphia, PA 19153

The names signed below are authorized signatures for the Philadelphia International Airport Identification Badge application for (company's name and department).

The signatures below have certified that badge applicant has undergone the fingerprint based CHRC based on 49 CFR 1542.209 and 1544.229. It is understood that providing false information and/or certification may result in revocation of access or signature privileges and constitutes violations listed in 49CFR.

No other signatures will be honored from this company unless we notify you in writing of any changes.

Signature
Name
Title

Authorized Signatures

Name (print): _____ Signature: _____
Position: _____ Telephone number: _____
Email address: _____

Name (print): _____ Signature: _____
Position: _____ Telephone number: _____
Email address: _____

Name (print): _____ Signature: _____
Position: _____ Telephone number: _____
Email address: _____

Name (print): _____ Signature: _____
Position: _____ Telephone number: _____
Email address: _____

APPENDIX D – LIST OF ACCEPTABLE ID'S

ID BADGE APPLICANTS MUST PRESENT TWO (2) FORMS OF UNEXPIRED GOVERNMENT IDENTIFICATION

1. ONE FORM OF ID MUST INCLUDE A PHOTO TO ESTABLISH IDENTITY
2. ONE FORM OF ID MUST ESTABLISH EMPLOYMENT AUTHORIZATION

Documents that establish Identity or Employment Authorization

U.S. Passport or Passport Card



Permanent Resident Card, Alien Registration Receipt Card, or foreign passport

Permanent Resident Card or Alien Registration Receipt Card (Form I-551) or a foreign passport that contains a temporary I-551 stamp or temporary I-551 printed notation on a machine-readable immigrant visa.



Employment Authorization Document that contains a photograph (Form I-766).



Foreign passport

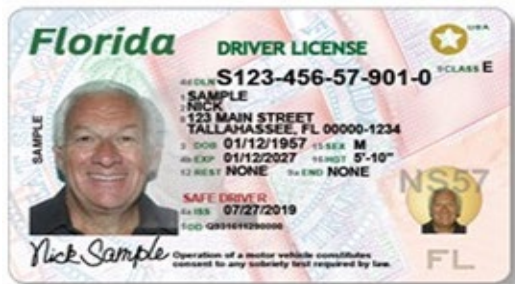
In the case of a nonimmigrant alien authorized to work for a specific employer incident to status, a foreign passport with Form I-94 or Form I-94A **bearing the same name as the passport and containing an endorsement of the alien's nonimmigrant status**, as long as the period of endorsement has not yet expired and the proposed employment is not in conflict with any restrictions or limitation identified on the form.



Documents that establish Identity

Driver's license or ID card

Driver's license or ID card issued by a state or outlying possession of the United States provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address.



NOTE: To expedite the Airport ID badging process, please ensure you have TWO (2) forms of unexpired government identification. One form of ID must establish identity. One form of ID must establish employment authorization.

If you are a current badge holder, you must bring your Airport ID badge and TWO (2) forms of unexpired government identification. If an employee has or is applying for a driving endorsement on their Airport ID badge, the employee must also bring a valid driver's license (this would fulfill the requirement for the identity document).

If names do not match on all documents, applicants must bring in supporting documentation showing the legal name change (copy of marriage license or other court documentation).

Documents that Establish Employment Authorization

Certification of Birth Abroad

Certification of Birth Abroad issued by the Department of State or Certification of Report of Birth issued by the Department of State (Form FS-545, DS-1350 or FS-240)



Birth certificate

Original or certified copy of birth certificate issued by a State, county, municipal authority or territory of the United States bearing an official seal



Certificate of Naturalization

