PHL AUTHORIZED SIGNER INFORMATION HANDBOOK

March 2025

NAME OF AUTHORIZED SIGNER: _____

AUTHORIZED SIGNER TRAINING DATE: _____

Contents

Introduction

This handbook was created to assist all Authorized Signers 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 Signers and through the Airport website: https://phl.org/working-at-phl/resources.

Videos were created to help authorized signers navigate our authorized signer portal through each workflow and assist you in describing each icon listed on the portal. These videos will assist you in explaining how to create an application, submit requests, deactivate badges, and run multiple reporting features for your company or department. Please visit the PHL YouTube account at: https://tinyurl.com/y4h5z39r or scan the QR code:

Authorized Signers 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 Signers are required to submit their company's Authorized Signer 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 Signer

- Complete, pass, and maintain a Criminal History Record Check (CHRC) and a Security Threat Assessment (STA) background check.
- Complete the PHL Signer Training Course in the Interactive Employee Training Center.
- Obtain and maintain a valid PHL ID badge with appropriate endorsements while acting as an Authorized Signer.
- Provide Vincent.Elsier@phl.org an Authorized Signer Letter for your company.
- Once approved, register online at https://signer.phl.org/ to access the Authorized Signer Portal
- Complete the PHL Signer Training Course on an annual basis.

Authorized Signer Requirements

Authorized Signers are designated by each company participating in the Airport Security Program. The primary responsibilities of authorized signers are to ensure that employees are properly applying to the program, and that they remain in compliance with TSA and Airport Security policies. To do this, authorized signers manage badge applications, badge privileges, applicant training, and ensure badges are returned to DOA Security when employees no longer have an operational need for an airport badge. Never knowingly approve someone for an application process who has been convicted of a TSA disqualifying crime within the last 15 years. Failure to comply with, or falsification associated with TSA Federal regulations could result in civil penalties up to $10,000.

Manage Badge Privileges

- Maintain and provide the PHL Security Identification Badge application to employees.
- 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.
- Request and maintain appropriate access levels and/or driving privileges for employees 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.
- Ensure that all PHL security ID badges, and access keys (if applicable) are immediately revoked and returned to the Badging Office upon separation of an employee from the company. Provide the reason for separation.
- The company you represent could be invoiced for fees incurred by the badge applicant, or any non-returned badges.

Manage an Online Application

Authorized signers may monitor the badging process progress through the authorized signer portal (**for new applicants only**).

- Instruct the applicant to complete a new badge, renewal, or change application online. See Online submission below.
- Electronically sign the application as the authorized signer, then click Submit.
- Instruct the applicant to schedule a fingerprint appointment.

If any portion of the application is incomplete or incorrect, the badging operator will reject the application, and the applicant will be instructed to return to the authorized signer to revise the rejected application.
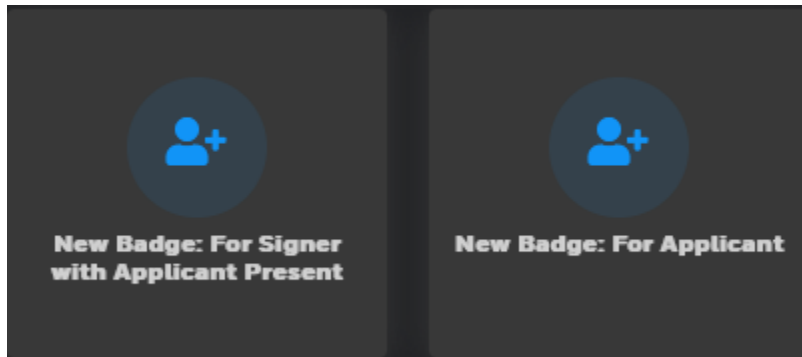
## Online Submission Instruction for Applicant

Instruct applicants to complete a New badge, Renewal, or Badge change application online. This can be done by the authorized signer completing the application with them, or the authorized signer can send the online application to their email address or phone number.

- Upload two valid forms of identification.
- Complete citizenship information and enter the document numbers. Include issuing and expiration dates. Citizenship verification includes but is not limited to:

  Permanent resident card number
  Employment authorization number
  Passport number

- Enter all legal names on the application. Nicknames are not permitted, nor should they be used on the application. Legal names include, but are not limited to:

  Aliases
  Maiden name
  Any name used by an applicant or employee from another country

- Complete the online application and click **Submit.**

Complete a Background Check

Instruct the applicant to schedule an appointment with the Badging Office. Tell the applicant to bring the same two forms of ID to the appointment that were used to apply online.

The badging operator reviews the applicant's IDs to verify their identity. The application is imported from the queue in the access control system. The applicant is fingerprinted (if applicable), and their information is sent to the TSA and FBI for a background check.
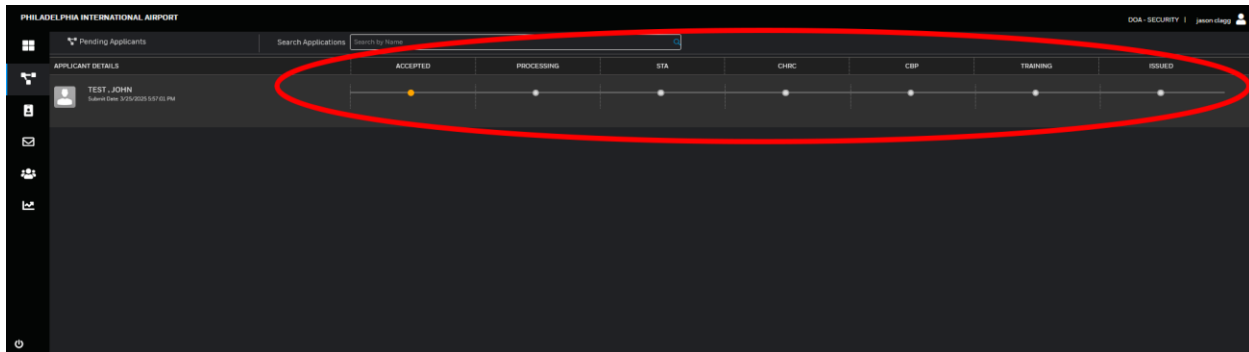
New applicant badging process overview
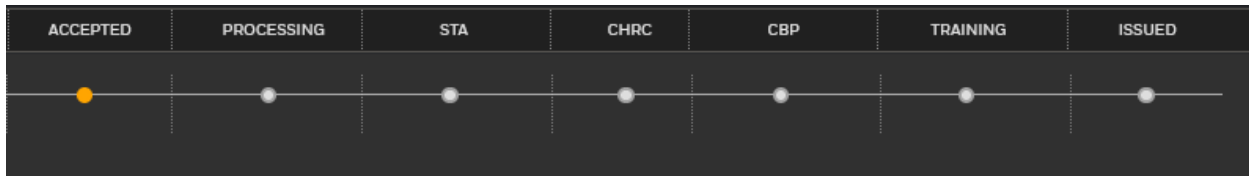
Application submitted, applicant must make fingerprint/badging appointment
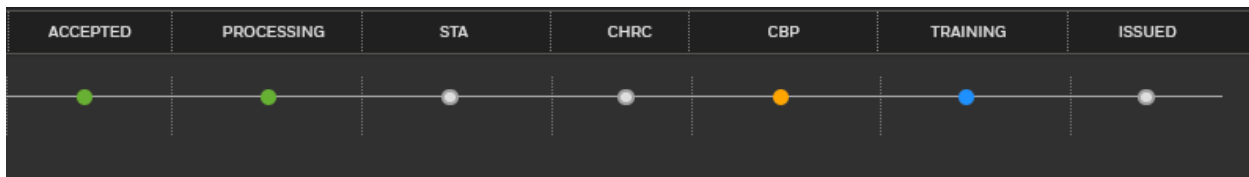
Background check initiated, applicant seen at fingerprint appointment

Applicant passed background check, schedule appointment for badge pick-up

ACCEPTED	PROCESSING	STA	CHRC	CBP	TRAINING	ISSUED
🟢	🟢	🟢	🔴	🟠	🔵	Pick Up By 05/09/2025

Applicant has disqualifying crime, applicant cannot be issued SIDA badge

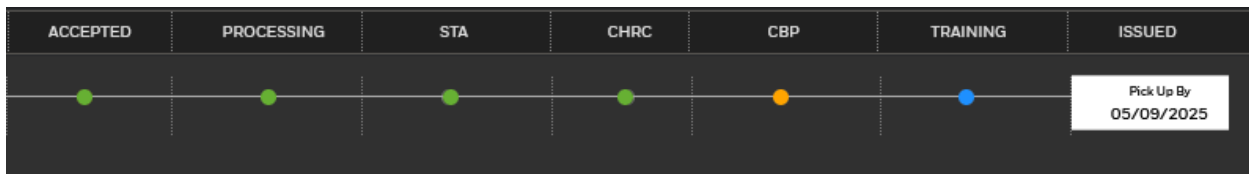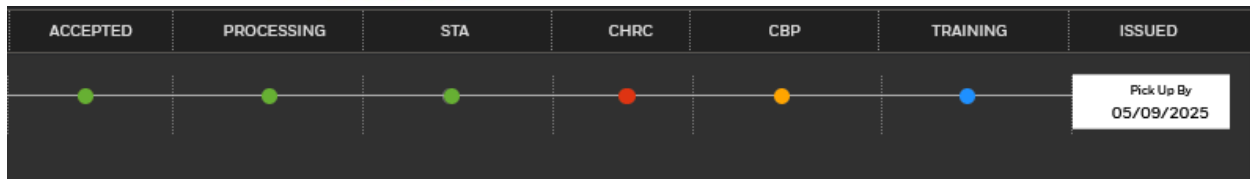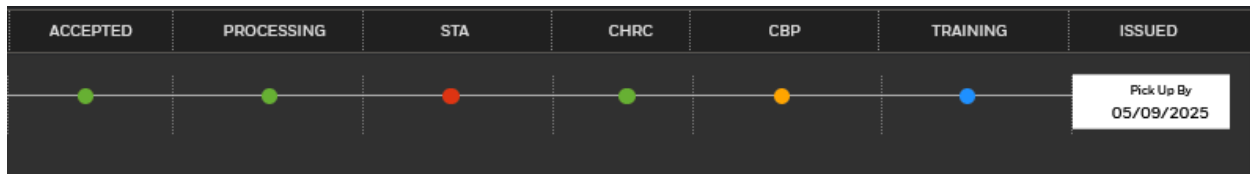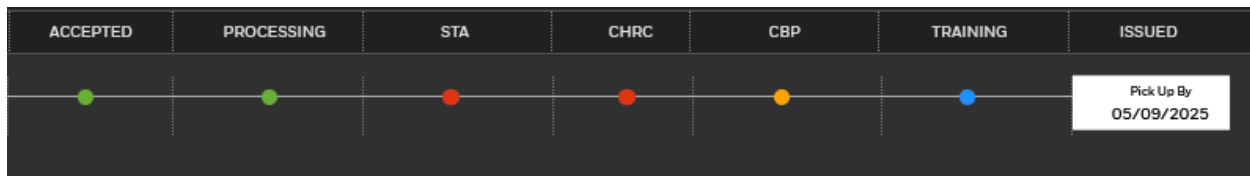| ACCEPTED	PROCESSING	STA	CHRC	CBP	TRAINING	ISSUED
🟢	🟢	🔴	🟢	🟠	🔵	Pick Up By 05/09/2025

Applicant has rejected STA, applicant cannot be issued SIDA badge

ACCEPTED	PROCESSING	STA	CHRC	CBP	TRAINING	ISSUED
🟢	🟢	🔴	🔴	🟠	🔵	Pick Up By 05/09/2025

Applicant failed background check, contact DOA Security for additional information

Instruct the applicant to schedule a badging appointment for badge issuance once the Security Threat Assessment (STA) and Criminal History Record Check (CHRC) are approved.

Monitor Application Progress

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. Using the authorized signer portal, authorized signers will receive real time updates when their applicants have been cleared or disqualified. Once the applicant has cleared both CHRC and STA background checks, an appointment can be made at: phl.org/badges-fingerprint-schedule. Please do not contact our office beforehand.

Escorting Rules and Regulations

Requirements and limitations

Authorized personnel may escort a visitor 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. Visitors may be escorted for a maximum of 21 days per 365-day rolling calendar year. Disqualified applicants may not be escorted under any circumstance.

Responsibilities of an escort

The escort has full responsibility for the visitor(s), and must explain airport and escorting rules to the visitor(s). Authorized escorting must begin at either a security screening checkpoint or Gate V01. Visitors must remain under direct control of the authorized escort. They must be within 10 feet and in the direct line of sight of their escort. Notify Airport Police and/or DOA Security if you lose control of visitor(s).

Escort privileges

Escort privileges vary depending on badge color and location within the airport.

Escort	Privileges
Blue or Black badge	May escort a visitor for short term, legitimate, business-related reasons. May only escort three (3) people at any given time. Badges must display an airport-applied **E** sticker or with a solid red line to identify a law enforcement officer.
Yellow badge	May escort unbadged individuals in the non-secure section of the AOA area of the airport, but not in secure, sterile, or SIDA areas of the airport.
Vehicle	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).
Red badge	May not escort in the secure, sterile, or SIDA areas of the airport.

Escort violation penalties

Offense	Penalty
First	A minimum $200 fine, removal from the secured / restricted area, and loss of escort privileges until successful SIDA and escort retraining is completed.
Second	A minimum $200 fine, removal from the secured / restricted area, and loss of escort privileges. SIDA retraining will be required.
Third	Complete loss of access privileges at PHL.

## Manage the amount of allowable escorts

Before submitting an escort request, confirm that the company requesting an escort has not exceeded their maximum allowable escort badges. For escort requests that exceed maximum

allowable escorts, submit an escort exemption request form to the airport security manager with an operational justification for exceeding maximum allowable escorts.

| Badge count	Allowable escorts
# blue or black badges ≤ 10	5
# blue or black badges > 10	25% of the total amount of active blue/black badges

Determine the badge count

Within the Authorized Signer Portal, navigate to and select the **Active Badge Report.**
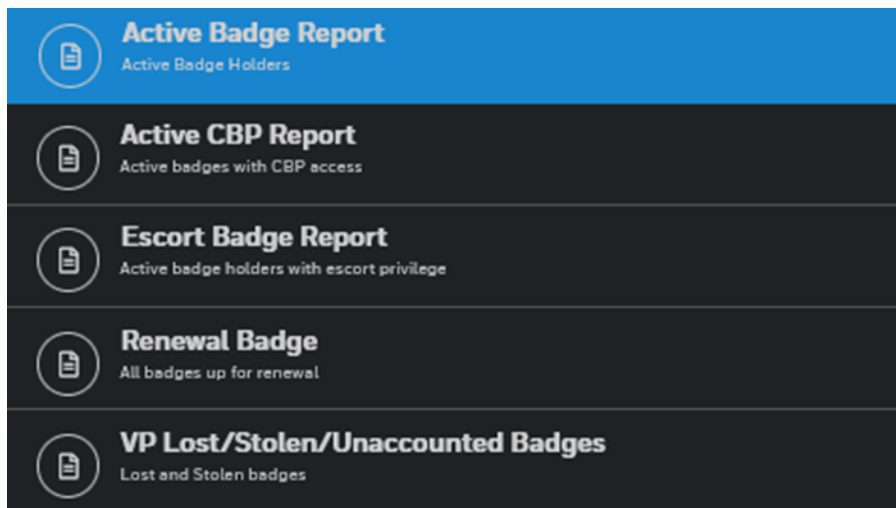
Once **Active Badge Report** is selected, you'll need to determine how many active blue or black badges you have.

Next, select the **Escort Badge Report.**
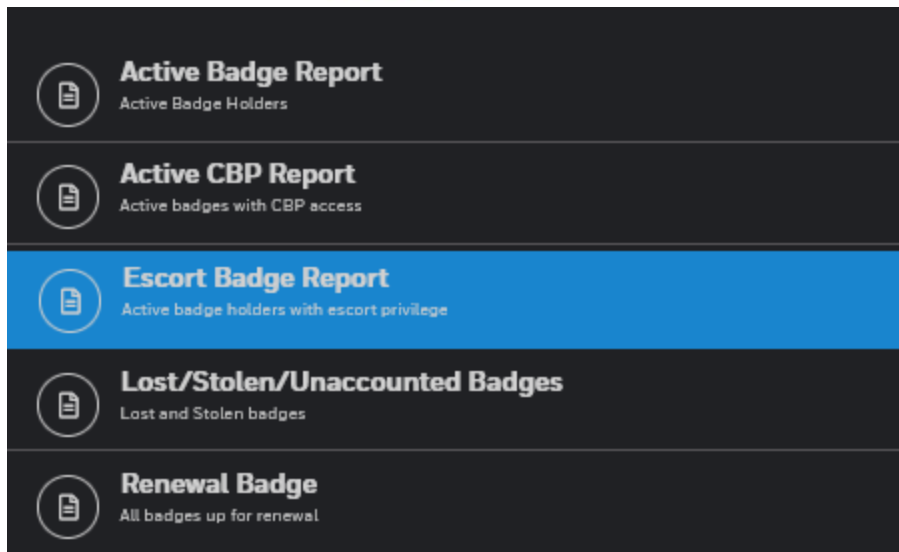
Once **Escort Badge Report** is selected, the report will show how many total escorts you have. Take the total number of active blue or black badges and divide by 4. You'll be able to determine if you can add or need to remove an escort based on the 25% rule.

For example:

Badge count	Allowable escorts
40 Blue Badges	40/4 = 10
8 Escort Badges	2 Available Escort Badges

Mandatory Applicant Testing

All applicants are required to take and pass the SIDA training, human trafficking, and PHL works training videos. Tests are conducted in the Interactive Employee Training room, located at 2 International Plaza Drive, Philadelphia, PA 19113 3rd floor Suite 330.

Driver Training and Testing

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.

Manage Renewal or Expired ID Badges

Schedule a badging appointment for all renewal employees or expired ID Badge applicants. Renewal applicants must present the following:

- Completed renewal online application, reviewed and submitted by the authorized signer.
- Two forms of identification (same forms submitted through the online application).
- Completion of recurrent SIDA training and human trafficking test, which can be taken online, or in the Interactive employee training room located in the badging office (if taken over one year prior).
- Stamped reissue slip or half sheet issued by customs & border protection, if applicable.
- Payment, if applicable.

Renewal: For Signer with Applicant Present

Renewal: For Applicant
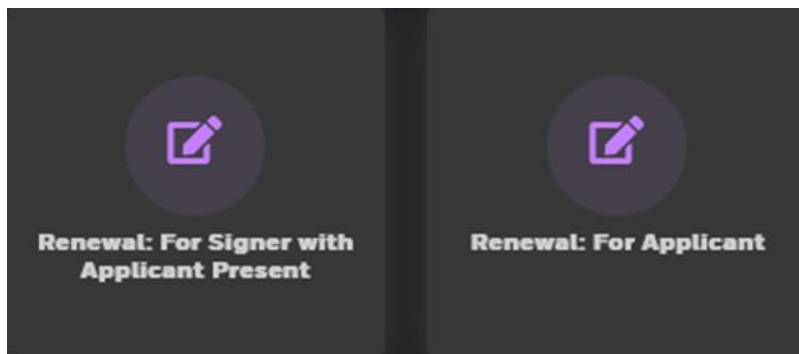
Manage a Lost or Stolen ID Badge

Report the lost or stolen ID badge to the security office immediately. If after hours, call the security office at (215) 937-5452.
Reporting a lost or stolen ID requires the following:

- Completed badge change online application, reviewed and submitted by the authorized signer.
- Two forms of identification (same forms submitted through the online application).
- Stamped reissued slip or half sheet issued by customs & border protection. If the badge is lost or 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.
- Contact the security office to determine if the employee needs to reapply for a customs seal.
- Payment, if applicable.
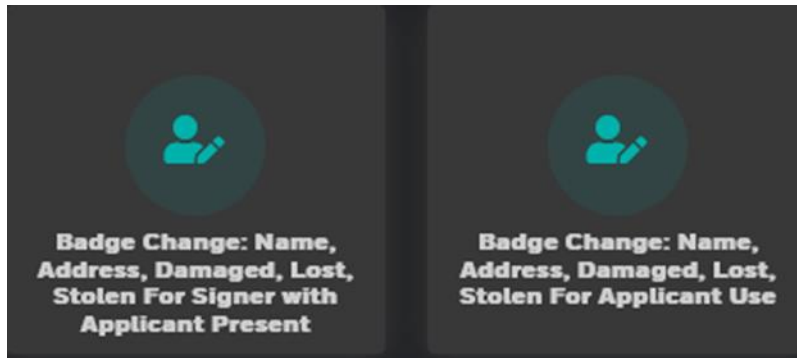
Add-on/Transfer ID Badge Process

Schedule a badging appointment for all add-on/transfer applicants.
Add-on/Transfer applicants must present the following:

- Complete a new badge application online for the company adding or transferring to, reviewed and submitted by the authorized signer **OR**
- Complete the badge change application online for the company that's currently printed on the badge, reviewed and submitted by the authorized signer.
- Two forms of identification (same forms submitted through the online application).
- Completion of recurrent SIDA training and human trafficking test. These can be taken online, or in the interactive employee training room located in the badging office (if taken over one year prior).
- Stamped reissue slip or half sheet issued by Customs & Border Protection (if applicable).
- Payment (if applicable).

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

- PHL Authorized Signer Handbook

PHL Security Fees

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

PHL Violation Fees

Description	Fees
Primary Violation	$200
Secondary Violation	$100

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 is included on the online applications and must be signed to proceed with online application process

Badging Office Information

The PHL Badging Office is located at International Plaza 2 3rd Floor Suite 330

Address: 2 International Plaza Drive, Philadelphia, PA 19113

Contact Information:

(215) 937 - 6984

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 9:00 a.m. – 12:00 p.m. and 1:00 p.m. – 5:00 p.m.

*Closed for county observed holidays

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

All appointments are made online at: phl.org/badges-fingerprint-schedule

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 Signer- the individual or designated representative authorized to sponsor individuals and request airport identification media for them. The Authorized Signer 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 $10,000,000 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
International Plaza 2
2 International Plaza Drive Suite 330
Philadelphia, PA 19113

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 applicants have 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 <u>IDENTITY</u>
2. ONE FORM OF ID MUST ESTABLISH <u>EMPLOYMENT AUTHORIZATION</u>

Documents that Establish <u>Identity</u> or <u>Employment Authorization</u>

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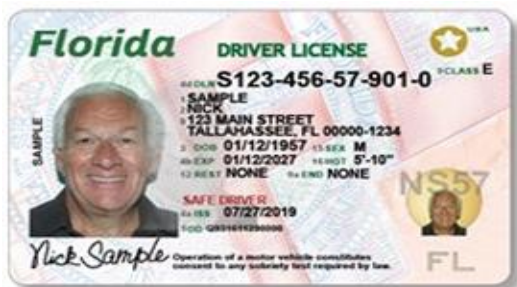
NOTE: To expedite the Airport ID badging process, please ensure you have TWO (2) forms of unexpired government identification. One form of ID must establish identity. One form of ID must establish employment authorization.

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