



LAX Security Credentials Section (Badge Office)



AIRPORT POLICE DIVISION

NEWSLETTER

APRIL 2018



SBO Will be Open Every Friday

As part of our ongoing commitment to provide **LAXceptional Customer Service**, the Security Badge Office will be open **every Friday, effective April 15th**. Our hours of operation will be **Monday through Friday, 7am to 6pm**. The Badge Office is closed on all major Federal and State Holidays.



BADGE RENEWAL

Badge holders are expected to be aware of the expiration date of their badge(s)/ Terminal ID(s), and request renewal through their Authorized Signer. Per TSA Regulations, badges must be renewed within 60 days of expiration.

Applicants must submit originals and photocopies of government-issued employment eligibility and identification documents for badging and fingerprinting transactions, per **USCIS Form 1-9 Requirements**.

REMINDERS:

Official Badge Office forms are available on the SBO website:

<http://www.sbo.lawa.org>.

All SBO application forms must be printed in **COLOR**. Forms printed in black & white will not be accepted.

Limited quantities of application forms are available at the Badge Office.

APPOINTMENTS

Authorized Signers are encouraged to visit the SBO website to schedule and cancel appointments. Cancellations allow the availability of appointments to other applicants. The Badge Office requests that appointments be cancelled or rescheduled within **48 hours** of the original appointment date.

REQUESTS FOR SPECIAL ACCESS

The **Security Access Analysis Unit (SAAU)** is the first point of contact for all ACAMS special access requests. Special Access includes all access areas outside the scope of the approved contract for companies and individual badge holders.

Companies requiring Special Access must submit requests on official letterhead or a LAWA Memorandum, signed by a high-ranking local authority. Refer to the SBO website: <https://www.lawa.org/en/lawa-security-badge-office/authorized-signers/special-access-request> for requirements for Special Access Requests. All requests should be emailed to: SAAUnit@lawa.org.

Special Access requests takes a minimum of two (2) weeks to process, as most cases require approval from other LAWA entities before access can be granted. Requests involving more extensive access and or large groups of badge holders may require more time.

LAX Terminal ID Re-Badge 2018

To ensure TSA regulatory compliance, Los Angeles World Airports has developed a process to Re-Badge **ALL tan-colored Terminal ID Cards**. In an effort to fortify the security of the LAX Sterile areas, employees that work in those locations will now be required to obtain a new **pink-colored Terminal ID** with electronic capabilities. To systematically and efficiently process everyone, the Security Badge Office (SBO) has scheduled the Terminal ID re-badge effort with the Concessions companies effective **May 1, 2018 to May 15, 2018**.

Starting **May 16, 2018**, retired tan-colored Terminal IDs will no longer be valid and will be confiscated.

Please contact **Renee McMullen** at the Security Badge Office at **(424) 646-5504**, with questions regarding this matter.

AIRPORT SECURITY

All badge holders are expected to be vigilant, aware of their surroundings and conduct appropriate challenge procedures.

To report suspicious persons, activities or unattended packages, contact LAX Airport Police at **424-646-7911**.

To ensure security, Authorized Signers are expected to collect and return to SBO all SIDA badges and Terminal ID cards of employees who no longer require access to access to LAX.

LAX Security Credentials Section

7333 World Way West, 1st floor
Los Angeles, CA 90045

SBO Website: sbo.lawa.org

Hours of Operation

Monday—Friday...7:00 a.m.—6:00 p.m.

CLOSED Saturday & Sunday

Badge & Fingerprint Appointments

Monday - Friday

To schedule a Fingerprint/Badge appointment, visit the SBO website

Certified Trainer Class

Wednesdays at 8:00 a.m.

For reservations, contact your Security Badge Office Coordinator

New Authorized Signer Class

Wednesdays at 10:00 a.m.

For reservations, contact your Security Badge Office Coordinator

Authorized Signer Refresher Course

Tuesdays at 11:00 am, and on the last Tuesday of each month at 10:30 a.m.

To schedule a reservation,

Email: sbotraining@lawa.org

Restricted Area Driver (RAD) Test

Mon, Tues, Thurs & Friday at 8:00 a.m.,
Wednesdays at 2:00 p.m.

To schedule a driver's test appointment, visit the SBO website

To Contact the Badge Office

Telephone: (424) 646-5500

Email: BadgeOfficeBulletin@lawa.org