



COMPANY AUDITS



October 12th was the deadline to turn in the 2018 Badge Accountability self-audit. In accordance with the Transportation Security Administration (TSA) regulations, all companies participating in the LAX Security Badge Program must submit to and successfully pass an audit of employee Security Files.

Some companies failed to comply with audit requirements, or failed the audit itself resulting in a loss of badging privileges. As a result, those companies were placed in *Pending* status. A Pending status means, all fingerprint and badging transactions are prohibited. Continued failure to comply may result in badges being deactivated and loss of access to Airport facilities.

Badge Office personnel are required to review employee Security Files of individuals who are badged under your organization.

It is strongly recommended that a separate folder be created strictly for these Security Files, and that they be kept in a secure, locked location. Security Files for each employee should contain:

- **Evidence of fingerprint clearance**
- **Record of Airport Security Training**
- **Restricted area driver training log**
(if applicable)
- **10-year background verification checklist** (if applicable)

Additionally, at the time of the audit, your organization should have provided a copy of current employment verification documentation for specified employees. This documentation includes payroll rosters, check stubs, or W2s. Companies are required to maintain employee security files for at least 180 days after employees no longer require access.

To remove a company's pending status with the Badge Office, please submit your 2018 Badge Accountability self-audit. It will be processed within 24 hours of receipt.

SECURITY BADGE OFFICE CONTACTS

Adjudication & Confidential Records:
Retrieves fingerprint-based CHRC records for review and investigation.
424-646-5557

Badging Unit: Operates the public service counter and performs badging and fingerprinting duties.
424-646-5501

Enrollment & Contract Management Unit: Enrolls companies, monitors compliance to TSA regulations, and serves as liaison between company and SBO.
424-646-8137
SBOENROLLMENTS@LAWA.ORG

Fingerprint Administration Unit: Monitors electronic fingerprint transmissions and troubleshoots fingerprints in an extended pending process.
424-646-8134

Regulatory Audit and Compliance Unit: Conducts badge accountability audits and administers badge-billing process.
424-646-8138
RACU1@LAWA.ORG

Security Access Analysis Unit: Analyzes and processes special access requests.
424-646-8135
SAAUNIT@LAWA.ORG

REMINDERS:

Official Badge Office forms are available on the SBO website, in the Authorized Signer portal:

<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 LAX Security Badge Office.

To ensure security, Authorized Signers are expected to collect and immediately return all SIDA badges and Terminal ID cards of employees

who no longer require access to the LAX Security Badge Office

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**.

LAX Security Badge Office

7333 World Way West
Los Angeles, CA 90045

Hours of Operation

Monday—Friday...7:00 a.m.—6:00 p.m.
Saturday & Sunday.....CLOSED

Fingerprinting Schedule

Monday - Friday

To schedule a fingerprint appointment, please visit our website at: **sbo.lawa.org**

Badging Schedule

Monday - Friday

To schedule a badging appointment, please visit our website at: **sbo.lawa.org**

Certified Trainer Class

Class held every Wednesday at 8:00 a.m.
For reservations please contact your Security Badge Office Coordinator

New Authorized Signer Class

Class held every Wednesday at 10:00 a.m.
For reservations please contact your Security Badge Office Coordinator

Authorized Signer Refresher Course

Classes held every Tuesday at 11:00 a.m.
To schedule a reservation, please email:
sbotraining@lawa.org

Driver's Test

Mon, Tues, Thurs & Friday at 8:00 a.m.
Wednesday at 2:00 p.m.
To schedule a driver's test appointment, please visit our website at: **sbo.lawa.org**

To Reach Us

Telephone: (424) 646-5500
Email: **BadgeOffice@lawa.org**