

**SIGNATORY AUTHORITY  
ACCESS CONTROL/IDENTIFICATION**

**Organization/Company (print):** \_\_\_\_\_

**Company Representative Name (print):** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Title:** \_\_\_\_\_

**Company Address:** \_\_\_\_\_

**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip Code:** \_\_\_\_\_

**Phone:** \_\_\_\_\_ **Email:** \_\_\_\_\_

The individuals listed below are authorized to sign the Access Control/Identification Badge form as a Signatory for their company. Individuals listed below are confirming the employee of their organization applying for a Lincoln Airport access control badge is required to have said access control badge for the performance of their duties. Additionally, an individual listed below will ensure the employee of their organization will comply with all Federal Aviation Administration (FAA), Transportation Security Administration (TSA) and Lincoln Airport Authority (LAA) security regulations and any additional provisions as may be required for operational safety and security of the airport. Their organization will ensure all information on the access control application is correct and ensures the Lincoln Airport Security Coordinator will be notified if information becomes available indicating the employee with unescorted access authority has a disqualifying criminal offense. **The person(s) signing below must have completed an STA and CHRC (if needed) as well as all training applicable before signing for others.** Their organization agrees to notify the LAA immediately when an access control badge or key issued to an employee of their organization is lost or compromised. Their organization agrees to return all access media issued to the employee immediately when an employee has been terminated. Their organization agrees to pay the fees due for all access control media. The Airport Security Coordinator may be contacted at 402-458-2480.

**Signatory Authorities for your Company: (Only those authorized to sign for badges)**

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Email: \_\_\_\_\_

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Email: \_\_\_\_\_

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Email: \_\_\_\_\_

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Email: \_\_\_\_\_

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Email: \_\_\_\_\_

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Email: \_\_\_\_\_

## Authorized Signatory Briefing

Authorized Signatory (authorized signer) is defined by TSA as the individual or designated representative authorized to sponsor individuals and request airport identification for them.

Authorized Signers are designated by a senior management official of an LAA approved sponsoring company to sign badging documentation on behalf of the company.

Authorized Signers who request the issuance of ID Badges for unescorted access to a SIDA area must undergo a CHRC and STA prior to acting as a signatory. Authorized signers who request the issuance of badges for access to the AOA must undergo an STA prior to acting as a signatory. Each Authorized Signer must also complete Signatory training and training appropriate to the level of access for which he/she is requesting the issuance of ID badges on behalf of their company prior to acting as a Signatory. Authorized Signers are also required to complete recurrent training on an annual basis during their birth month.

Requests for Airport Authority issued ID Badges and other badging services are made by sponsoring companies on behalf of their employees or contract employees. Authorized Signature forms are maintained by the Airport Authority to identify the signatures of individuals who are Authorized Signers. Additions or deletions to the authorized signature forms must be made in writing by a sponsoring company senior management official or a current signatory. Authorized Signatory Forms must be updated and submitted annually.

The number of Authorized Signers for a sponsoring company should be limited to the minimum number possible.

### Authorized Signer Responsibilities:

- \* Must be familiar with badging forms
- \* Must be familiar with Air Operations Area (AOA) & Security Identification Area (SIDA) training requirements
- \* Must be familiar with acceptable forms of identification and work authorization
- \* Must be familiar with Badging Office policy regarding appointments, training and testing
- \* Responsible for accuracy & completeness of applications, or other badging documentation
- \* Responsible for following up on application problems that may arise
- \* Must be familiar with the Badging Office Audit process
- \* Must be familiar with TSA regulations 1540.103, 1540.105, 1540.209, 1542.211 USC sec 1001 Title 18. Information on Transportation Security Regulations can be found at [TSA.gov/research](https://www.tsa.gov/research) or at [gpoaccess.gov](https://www.gpoaccess.gov)
- \* Must attest that the applicant acknowledges the security responsibilities
- \* Must be familiar with the handling and dissemination of the results of Criminal History Record Checks (CHRC) and recurrent CHRC checks when applicable
- \* Must be familiar with the TSA Security Threat Assessment process
- \* Must be familiar with the airside driver application requirements
- \* Responsible for immediately reporting lost or stolen badges and changes in an individual's access authority

Must be responsible to return employee ID badges upon termination in a timely manner

**Authorized Signers that are negligent in their duties may be removed from their position**

2/9/2026