



LAX Security Badge Office

AIRPORT POLICE DIVISION

NEWSLETTER

JULY 2017



Are you taking advantage of our online reports?

Security Badge Office Reports:

The Online Reports System allows authorized signers to view your current organization fact sheet, applications, active badge holders, badges which will expire within the next 90 days, and expiring badge report.

This is a valuable tool in tracking your employee's badges and ascertaining that all badges are accounted for. It also provides the name of your company coordinator just in case you don't remember who he/she is.

Every company should have at least one authorized signer with access to the Security Badge Office Report System at all times. Access is limited to two authorized signers per division at any given time.

When requesting new or updated online report passwords, please send an email to RACU@lawa.org

LAWA Badge Office Website:

Provides valuable information such as:

- Newsletter—Current events, reminders and new items
- Badge Accountability Audits—Information that should be maintained in an employee's security file
- LAX Badge Fingerprint Results—Posted for 30 business days
- Safe Program—Point violations, guidelines and corrective training programs

Frequently Asked Questions (FAQ's)

Question: *I am renewing my badge; do I have to re-apply for my customs seal?*

Answer: Yes. The U.S. Customs requires that you re-apply for your seal every time. The Badge Office is unable to roll-over custom's seal.

Question: *If I lose my badge, can I just come in and get a new one?*

Answer: No. You must immediately report your badge lost to the Security Badge Office. You're to bring the following to the Badge Office within 14 Calendar days from the date of the incident: a fingerprint application and a badge application, completed by the company's authorized signer, AND your ID's and their photocopies.

Question: *Can I escort employees who have been fingerprinted, but have not yet received their LAX badge or Terminal ID card?*

Answer: Yes. Individuals who have been fingerprinted and have not yet cleared or haven't received their LAX badge or Terminal ID Card are eligible for escorting. Fingerprint results are posted for 45 Calendar days. They expire after that.

Question: *Can I badge my vendors and sub-contractors under my organization?*

Answer: No. Applicants must appear on your payroll and be a direct employee of your organization.

Question: *As an authorized signer, can I receive active badge detail reports?*

Answer: Yes. If you register for the Online Reports System. All authorized signers have access.

Question: *Can Security Badge Office forms be mailed to me?*

Answer: No. Applications can be printed online and can be picked up by the authorized signer or the designated employee who presents written authorization along with a valid government issued photo identification.

Badge Office Construction

Work is scheduled to begin in front of the Badge Office on **Monday, July 17th**. Signage will be installed to direct the flow of pedestrian traffic.

The sidewalk will be demolished on both sides of the stairs and possibly the ramp on east side of the stairs. Pedestrians that utilize a wheelchair or other rolling means of conveyance will need to access the office lobby by going up the sidewalk and enter through the rear north entrance.

Please excuse any inconvenience.

LAX Security Badge Office
7333 World Way West
Los Angeles, CA 90045

Hours of Operation

Monday—Thursday...7:00 a.m.—6:00 p.m.
1st Friday.....CLOSED
2nd 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., and on the last Tuesday of the month at 10:30 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