Tampa International Airport

Authorized Signatory Manual

Welcome to Tampa International Airport

Thank you for assuming responsibility to be an Authorized Signatory for your company! As the point of contact for the badging needs of your employees, as well as for the Security Badging Office, you are an integral part of the safety and security of America's Favorite Airport.

To ensure safety and security, it's important for you to become familiar with all the rules and regulations at the Airport and those that are defined by the Transportation Security Administration (TSA). You will also want, and need, to get to know ICE Web Portal, our badging software. You will be required to take Authorized Signatory training annually, this training is automatically assigned to you, and you will receive a reminder email every year to complete the training to keep your Authorized Signatory status.

It's important to remember that safety and security are everyone's responsibility and the rules in this Guidebook are binding and enforceable. Failure to follow these rules could result in the loss of your Authorized Signatory privileges, revocation of your badge or access, or loss/suspension of all active badges for your company and/or violation of TSA regulations and administration of associated investigations and fines.

If you are unsure or in doubt about a particular aspect of the Manual, do not hesitate to reach out to the Badging Office for assistance.

All about the Tampa Badging Process

You are the point of contact for your company, and we are the single point of contact for you for credentialing.

How to contact us

Phone: 813 870 8753
Website: Badging/Access Control | Tampa International Airport
Email: Badgingoffice@tampaairport.com
After Hours: To report a lost, stolen or terminated/resigned ID Media holder **immediately** call the Airport Operations Center at the number on the back of your badge 813 870 8770

Where to find us

The Tampa Badging Office is located in the Main Terminal, on the Blue Side transfer level between the Armstrong Elevators and the Airside F Shuttle Lobby.

- Mailing Address: P.O. Box 22287. Tampa, FL 33622
- Office Hours: Monday – Friday from 7:30 AM – 3:30 PM. Closed for lunch from 11:30 AM – 12:30 PM.

Parking

One-hour free parking is available in the Short-Term Parking Garage. Enter the Transfer Level of the Main Terminal from Level 4 of the Short-Term Parking Garage

Once you Park

Please enter the building through the main entrance and check in with staff in the front lobby.

We are **closed** on weekends and **Holidays Observed by Tampa Airport include**:

New Years Day
Martin Luther King, Jr. Day
Memorial Day
Independence Day
Labor Day
Veteran's Day
Thanksgiving Day
Day after Thanksgiving
Christmas Day

How to make Badge Appointments

Badging Appointments can be made at: **https://tpabadging.timetap.com/**
"Double bookings" reduces the Security Badging Office efficiency and prevents others from securing timely appointments. To eliminate double bookings and ensure a smooth badging process, please utilize one of the two following policies for your company.

1. Designate the Signatory to make all appointments
2. Designate the employee to make their own appointment.

If you cannot and/or are unable to make your appointment, please cancel it so that others may take advantage of the open timeslot.

Badging fees

New/Renewal Badges: $60
Edit Badge: $30
Lost Badge:

- $300 to replace the lost badge. If badge is not replaced in 5 days, then the employee must start the badging process over. No appointment is necessary to replace a lost badge. The Signatory will need to complete a renewal application under the Lost Badge Tab in the Airport ICE Portal.

Failure to return a badge that has been de-activated:

- $500 will be assessed if badge is not returned 10 business days after the de-activation of the badge.

*Immediate notification of a terminated employee must be made to the Airport Operations Center 813 870 8770, 24 hours a day, so that the badge can be deactivated. Failure to immediately notify the AOC of a terminated employee will result in loss of your Signatory privileges, revocation of your badge or access, or loss/suspension of all active badges for your company and/or violation of TSA regulations and administration of associated investigations and fines.

These fees are subject to change at any time

All about you as an Authorized Signatory

Authorized Signatories play a vital role in the security of Tampa International Airport, because Airport ID Badges are the first layer of security at our airport.

This Manual will provide you with essential information that will help you to perform this security role. As an Authorized Signatory you:

- Agree to learn the airport rules and processes required to obtain an Airport ID Badge.
- Are responsible for credentials issued to your company's employees. This includes knowing who is in possession of the credential **and calling the Airport Operations Center immediately at 813 870 8770, 24 hours a day, so that the badge can be deactivated if it is lost, stolen, or the employee is no longer employed by your company**.
- Acknowledge that submitting the legal sign off for an applicant in ICE Web Portal is the same as signing a legal document.
- Are responsible for beginning the badging process for an individual who works for your company and who has a legitimate business need for an Airport ID Badge.
- Must protect applicants' Personally Identifiable Information (PII).
- Must terminate an employee's access by calling the Airport Operations Center 813 870 8770, 24 hours a day, immediately upon employees' termination.
- Must advise your applicant that they are required to submit original, unexpired, and unaltered identity and right-to-work documents that follow Federal Form I-9 requirements.
- Agree to validate all personal and biographical information provided for the TSA-mandated background checks (e.g., name, address, date of birth, etc.)
- Accept the responsibility to ensure that your applicant's names match the documents they plan to present to the Tampa Badging Office.
- May not share your ICE Web Portal login with anyone else and agree to never use another Authorized Signatory's login.
- Must report an employee if you become aware that they were convicted of a disqualifying crime within the last 10 years.
- Agree to complete annual Authorized Signatory training.
- Must maintain a current "Authorized Signatory Letter on file with the Tampa Badging Office
- Agree to inform the Tampa Badging Office if you cease to be an Authorized Signatory for your company.
- Agree to inform the Tampa Badging Office when your company's contract ends. You must immediately terminate and return all badges at that time.
- Must return all inactivated badges to the Tampa Badging Office within 10 business days.
- Must hold a valid, unexpired Tampa Airport ID Badge.
- Must have been fingerprinted and passed CHRC and STA.

Failure to comply with your Authorized Signatory responsibilities can result in the following:

- **First Occurrence** – You must retake your Authorized Signatory training within 1 week. If you do not retake the training within 1 week, your Authorized Signatory privilege may be suspended until it is completed.
- **Second Occurrence** – Your Authorized Signatory privilege will be suspended for 30 calendar days. After the 30-calendar day suspension, you will be required to re-take the Authorized Signatory training.
- **Third Occurrence** – The Security Badging Office reserves the right to permanently revoke your Authorized Signatory privilege and badging abilities.

Additional/replacement Authorized Signatories

Every company with more than one employee should have at least two Authorized Signatories so that there is always a backup available. This is important because if your company does not have an active Authorized Signatory, the company will be suspended, existing badges may be inactivated, and you will not be able to renew or onboard new employees. If you are the only Authorized Signatory for your company, talk to your company leadership about appointing a second Authorized Signatory. You are allowed up to four Authorized Signers for your company.

ICE Web Portal

ICE Web Portal is your first stop in the badging process. Everything having to do with badging your employees begins and ends here.

To assist you with your duties as an Authorized Signatory, the Tampa Badging Office provides you with credentials to access the ICE Web Portal. This is a secure 2FA website for completing new badge requests, badge renewals as well as keeping track of your badged employees.

Access to this portal is granted after you have been badged and after the successful completion of TSA-mandated Authorized Signatory Training. *This training must be completed every 12 months.* If you fail to renew your training each year, you will no longer be an Authorized Signatory for your company, and your access to the ICE Web portal will be removed.

A how to guide is provided to all Signatories. The guide will help you navigate the ICE Web Portal. If you do not have a copy of this guide, please reach out to the Tampa Badging Office and one will be supplied to you.

Airport ID Badge returns and unaccountable badges

As an Authorized Signatory, you are responsible for ensuring your employees are aware they must report any lost or stolen badges to you immediately. You must also immediately terminate any employees who leave your company and terminate all employees when your contract ends if applicable. You may be asked to provide proof of the employee's termination date. If you do not terminate employees and return badges in a timely manner, the Security Badging Office must:

- Require that you retake Authorized Signatory training.
- Suspend or revoke your badge.
- Suspend your company's ability to badge future applicants.
- Subject to TSA (Transportation Security Administration) Investigations and Fines.

It is important for the Authorized Signatory to understand the significance of badges that are unaccounted for. An unaccountable Airport ID Badge is one that has been lost, stolen, or is missing with an unexpired date on the front of the badge. Any time an employee leaves your company, and you deactivate their badge, their badge is classified as unaccountable until it has been returned to the Security Badging Office. Badges that remain unaccountable pose a significant security risk, and we must work together to minimize unaccountable badges.

Airport ID Badge audits

The Airport is required under the TSA regulations to conduct annual audits of Airport ID Badges. The Security Badging Office assigns the audits, and the Authorized Signatory is responsible for completing the audit accurately and within the designated timeframe. The Security Badging Office ensures that the audit results are submitted on TPA letterhead to TSA.

Tampa International Airport Security Badging Office reserves the right to conduct unannounced, random Airport ID Badge audits at any time.

TSA investigations and civil penalties

Civil penalties assessed to the Airport by the TSA for security violations may be imposed on the company responsible for the infraction. If a violation involves an employee acting within their standard job duties, the Airport will escalate the enforcement action directly to the company's corporate office for investigation and resolution.

The TSA also maintains separate statutory authority to issue Letters of Investigation or civil penalties directly to individual companies or individual badge holders.

Insider threat

As an Authorized Signatory, you must be vigilant to potential insider threat. Badged Airport employees can be easy targets for criminal and/or terrorist acts. Your responsibilities include being aware of your employees' normal behavior and reporting immediately any unusual behavior by calling Airport Operations Center 813 870 8770. Some examples of the types of insider activities and behaviors that may be observed:

- The use of a SIDA or Sterile Airport ID Badge when the employee is not on duty.
- Employees are using their Airport ID Badge to bypass normal airport security measures.
- Badge holders in areas they are not authorized to be in.
- Badge holders facilitating the movement of money, drugs, guns, or explosives.
- Badge holders exhibiting ongoing intimidating behavior or making verbal threats.
- Badge holders asking questions about areas outside of their responsibilities.

Reporting suspicious activity

Another important part of your Authorized Signatory duties is ensuring your badged employees are aware that if they observe suspicious activity at the Airport, they must report it. Tampa supports the "See Something Say Something" program. Tips of suspicious activity at Tampa can be reported by calling the Airport Police Department at 813 870 8760. Public safety and security is everyone's responsibility.