



# LAX Security Badge Office

AIRPORT POLICE DIVISION

NEWSLETTER

MAY 2017

## LAX ON THE MOVE

The Airlines relocation (Delta Move) from Terminal 5 to Terminals 2 & 3 is unparalleled in airline history. Not only will Delta Airlines be affected, but the move will impact approximately 29 smaller air carriers and over 100 ground support services. All companies who will be impacted need to be proactive and contact the Security Credential Section (Badge Office), .

If you are an active participant in LAX on the MOVE and your organization has not been in direct communication with the Security Credential Section, please contact your Badge Coordinator immediately. The Badge Office is actively preparing for this unprecedented series of moves and we want to ensure that all participants have their badging and access needs met.

Please keep the following information in mind:

- The move is planned for **May 12th to May 17th.**
- Identify what access will be necessary for the move.
- The Security Credential Section needs to have an updated Enrollment packet for any new terminal access necessary. **Get paper work in promptly.**
- Special access may not be granted in certain circumstances. Ultimately, it is at the discretion of the Vulnerability Assessment and Analysis Unit (VAAU) of the Airport Police.
- Be aware that the project management is conducted by Chrysalis Aviation Solutions.

We can't stress enough the urgency in companies and authorized signers in communicating with each other.

Thank you for your cooperation!

## .Authorized Signer Tips

### APPOINTMENTS

- Make appointments via SBO website: [sbo.lawa.org](http://sbo.lawa.org)
- Check daily for last minute appointments cancellations
- Cancel appointments if not needed
- Appointments can be scheduled for:
  - ◆ FINGERPRINTING
  - ◆ BADGING
  - ◆ For new or renewal badge
  - ◆ adding the following icons:
    - o Customs
    - o AOA Familiarization
    - o Air Surface Movement
    - o Air Traffic Control
    - o Critical Employee
    - o Weapon Star
    - o Escort
      - \* Escort Icons are given one hour after attending the class.
    - o Drivers
      - \* Drivers Exam – written drivers exam and receiving the icon upon passing test.

### APPLICATIONS

- DO NOT sign blank applications. Signers should complete their portion of the Badge application after they have reviewed the applicant's information
- Applications are valid for 14 days.
- Request icons being issued that day. (i.e.: If the person will be a driver eventually, but isn't taking the test that day, then fill in NO for Drivers Icon on the application.)
- Applications with cross out, write over or signer using multiple color ink pens will NOT be accepted.
- Applications printed online must be printed in color.
- Authorized Signers (A/S) should include direct phone number on application in case of questions.

## BADGE APPLICATIONS

The Badge Office currently uses badge applications dated 9/2015 and 2/2017, Beginning **7/1/2017**, the Badge Office will only accept badge applications dated 2/2017. *(The date can be found on the bottom, right hand corner of the application).* All other badge applications will no longer be accepted.

The 2/2017 badge application will be available on the Badge Office's website on 5/15/17. Please make copies with a color printer as black and white copies will not be accepted.

### **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](http://sbo.lawa.org)

### Badging Schedule

Monday - Friday

To schedule a badging appointment, please visit our website at: [sbo.lawa.org](http://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](mailto: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](http://sbo.lawa.org)

### To Reach Us

Telephone: (424) 646-5500  
Email: [BadgeOffice@lawa.org](mailto:BadgeOffice@lawa.org)