

# PHX BADGING PROCESS

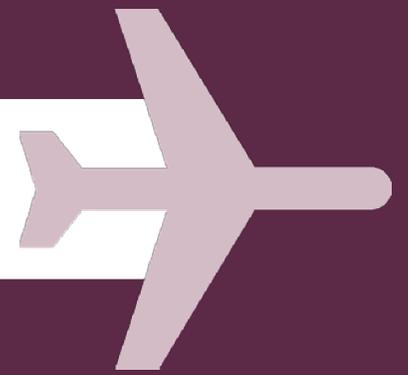
Making it as easy as 1-2-3!

PUBLIC SAFETY & SECURITY  
FEBRUARY 22, 2024



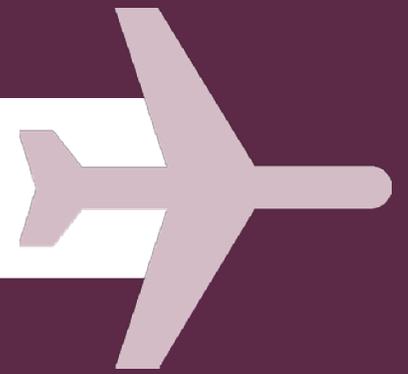
***PHX DVT BYR***

# WELCOME



- Making the process easy
- Process overview
- Question & answer

# EXCITING NEWS! NEW BADGING OFFICE

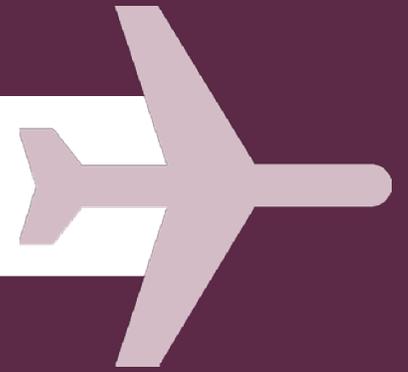




# AVIATION SECURITY



# BACKGROUND



- 2001 Aviation and Transportation Security Act
- 2004 Security Threat Assessments
- 2022 Rap Back Requirement
- 2023 Aviation Worker Screening





**10/01/17**



**First Name**

Last Name

Company



**10/01/17**



**First Name**

Last Name

Company



**10/01/17**



**First Name**

Last Name

Company



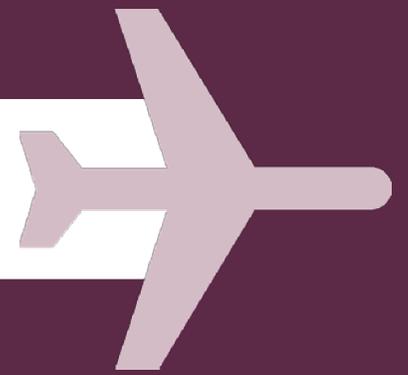
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# COMPANY PROCESS



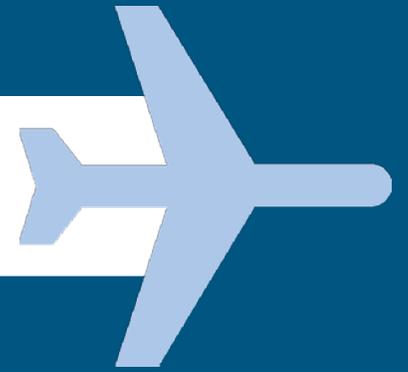
# NEW COMPANY PROCESS



- Awarded a contract
- Letter of Sponsorship
- Establish the company & Authorized Signatory



# LETTER OF SPONSORSHIP



SPONSORING COMPANY LOGO & NAME  
NAME OF PERSON  
ADDRESS

**DATE**

Security Badging Office  
City of Phoenix Aviation Department  
3300 E. Sky Harbor Blvd.  
Phoenix, Arizona 85034

RE: Letter of Verification (LOV)

Dear Security Badging Office,

This letter is to advise your office that **(Name of Sponsoring Company)** will be sponsoring **(Company Name that is being Sponsored and mailing address)**. They will have a contract starting **(DATE)** that we plan to continue through **(DATE)**. The scope of their work is **(state scope of work/project name)**.

**(Company Name that is being Sponsored)** will need access to the following **[Airport Area(s) and/or Terminal(s)]** and **[vehicle and/or ped gate(s)]**. **(Please include a detailed description of the areas the company being sponsored will need to access to under this contract, justification for the access and the type of work being performed in each of those areas)**.

The Authorized Signer(s) for **(Company Name that is being Sponsored is/are)**:

**(Name of Individual(s), Phone, Email)**

If you have any questions regarding this request or need any additional information, please contact me at **(your phone number with area code and email)**.

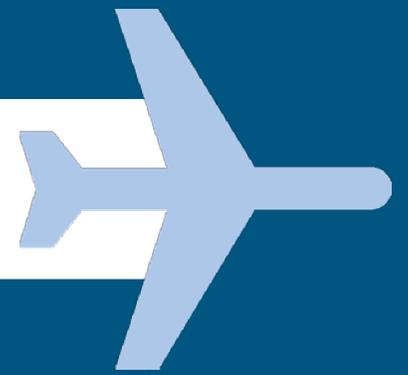
Sincerely,

**(original signature required)**

**[Signatory NAME (Should be Primary Authorized Signer of Contract Holder)]**  
**(Job Title)**

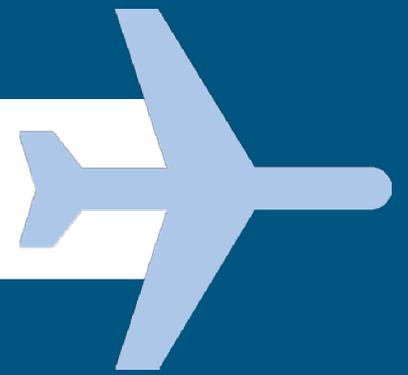
- Letter Includes
  - Name of new company
  - Scope of work & term of contract
  - Badge type & access required
  - Name & contact of authorized signatory
  
- Proof of insurance if driving airside

# ESTABLISH COMPANY



- Company & Authorized Signatory applications
- Badge Recovery Plan
- Authorized Signatory undergoes the badging & training process
- No fees to register a company

# KEYS TO SUCCESS



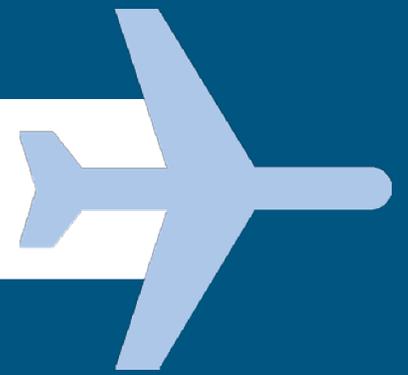
- Dedicated & active Authorized Signatory
  - ✓ not just additional duty
- Educate applicants on what to expect
- Regular communication with badge holders
- Understand and Use QLess to make appointments



# BADGING PROCESS



# BADGING OFFICE ADDRESS



- Operations Building:  
3300 East Sky Harbor Boulevard  
Phoenix, AZ 85034





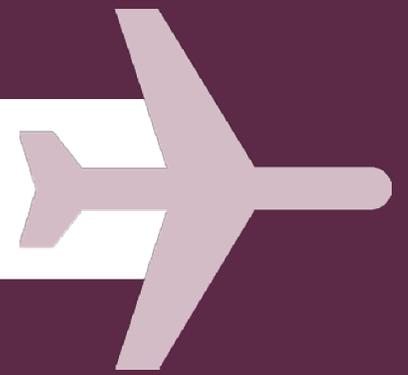


REVIEW IDENTIFICATION DOCUMENTS



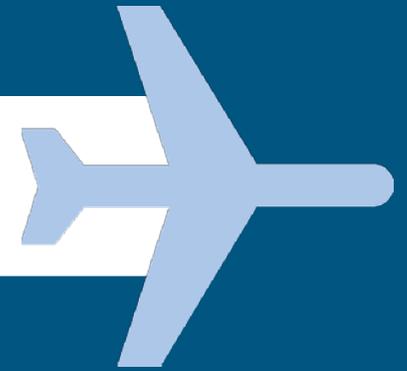
**PHX DVT BYR**

# BADGING 1, 2, 3



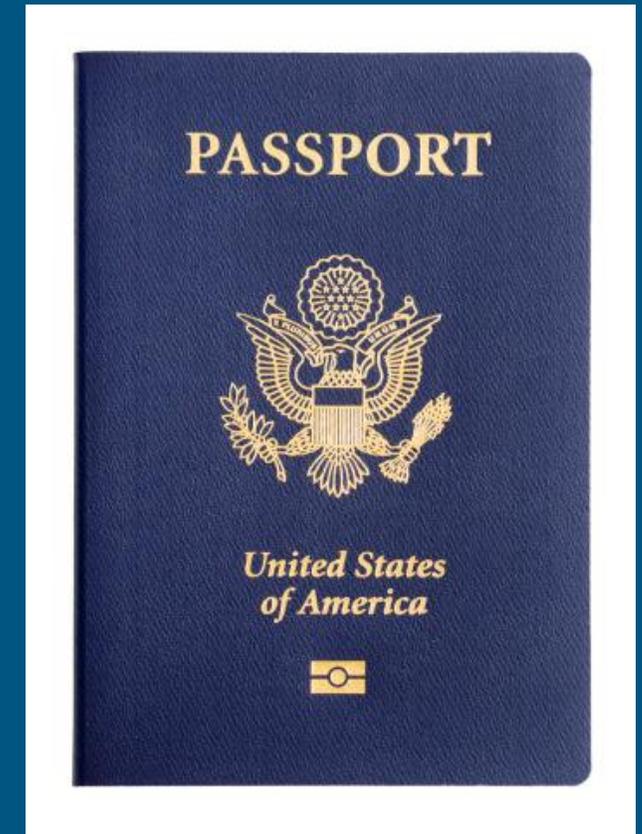
- 1. Application submitted & appointment made
- 2. Finger printing & background submission
- 3. Training & badge print



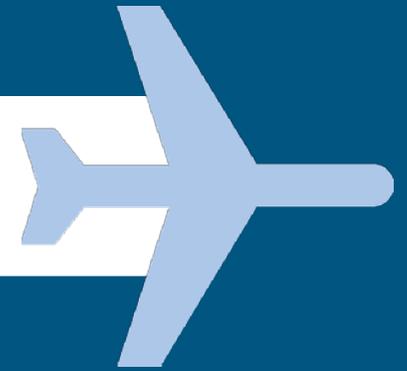


# IDENTIFICATION REQUIREMENTS

- 2 Forms of ID
  - Government issued picture ID
  - Original & unexpired
  - Not torn or worn
  - Same name on both



# APPLICANT RESPONSIBILITIES



- Must Read, Understand & Acknowledge\*
  - Disqualifying Crimes
  - TSA Privacy Act
  - Rap Back Notification
  - Screening Notice
  - SSN Certification
  - Security Responsibility

**PHX**  
PHOENIX SKY HARBOR  
INTERNATIONAL AIRPORT  
America's Friendliest Airport™  
AVIATION DEPARTMENT

**PHOENIX SKY HARBOR INTERNATIONAL AIRPORT  
FINGERPRINT CRIMINAL HISTORY RECORDS CHECK**

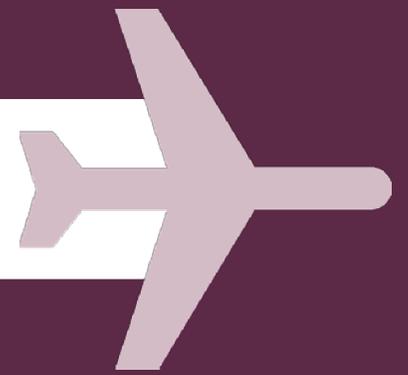
WITHIN THE PAST TEN YEARS, HAVE YOU BEEN CONVICTED OR FOUND NOT GUILTY BY REASON OF INSANITY INVOLVING ANY OF THE FOLLOWING OFFENSES? A "YES" ANSWER FOR ANY OF THE DISQUALIFYING CRIMES WILL BE REASON TO DENY THE ISSUANCE OF IDENTIFICATION MEDIA.

DISQUALIFYING CRIMES	YES	NO
1. Forgery of certificates, false marking of aircraft, and other aircraft registration violations; 49 USC 46306	___	___
2. Interference with air navigation; 49 USC 46308	___	___
3. Improper transportation of a hazardous material; 49 USC 46312	___	___
4. Aircraft Piracy; 49 USC 46502	___	___
5. Interference with flight crew members or flight attendants; 49 USC 46504	___	___
6. Commission of certain crimes aboard aircraft in flight; 49 USC 46506	___	___
7. Carrying a weapon or explosive aboard an aircraft; 49 USC 46505	___	___
8. Conveying false information and threats; 49 USC 46507	___	___
9. Aircraft Piracy outside the special aircraft jurisdiction of the United States; 49 USC 46502	___	___
10. Lighting violations involving transporting controlled substances; 49 USC 46315	___	___
11. Unlawful entry into an aircraft or airport area that serves air carriers or foreign air carriers contrary to established security requirements; 49 USC 46314	___	___
12. Destruction of an aircraft or aircraft facility; 18 USC 32	___	___
13. Murder	___	___
14. Assault with intent to murder;	___	___
15. Espionage	___	___
16. Sedition	___	___
17. Kidnapping or hostage taking;	___	___
18. Treason	___	___
19. Rape or aggravated sexual abuse	___	___
20. Unlawful possession, use, sale, distribution, or manufacturer of an explosive or weapon;	___	___
21. Extortion	___	___
22. Armed Robbery or Felony Unarmed Robbery;	___	___
23. Distribution of, or intent to distribute, a controlled substance;	___	___

FF CRMC - 2019

\*Materials and processing are in English

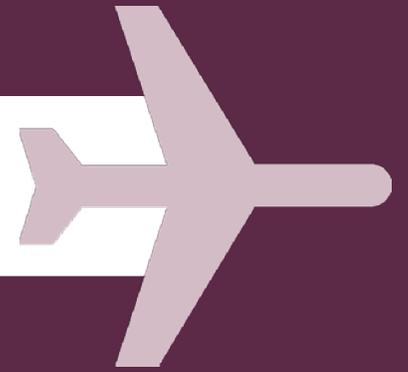
# INITIAL PROCESSING



- Verify documents
- Take fingerprints
- Collect payment
- Print Temporary Badge



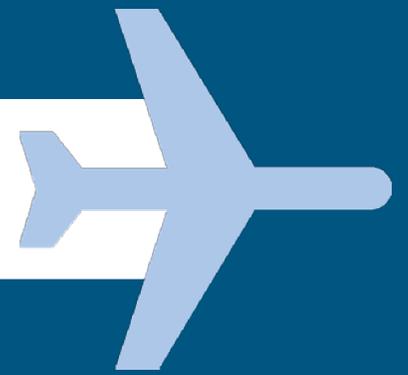
# PROCESSING FEES



- \$39 Initial Fingerprinting
- \$50 Refundable Badge Control Fee
- \$10 Renewal or Reprint

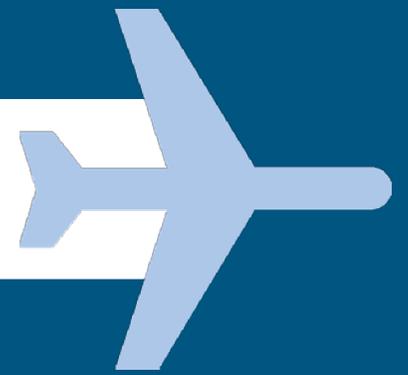


# FREQUENT CHALLENGES



- Signatory does not pre-enroll or renew
- Inaccurate data
- Damaged, worn, expired or copy of documents
- Only one form of identification
- Missed or late for appointments
- Applicant gets lost

## SECURITY & BADGING CONTACT INFORMATION



- Phone: 602-273-2036
- Email: [security.badging@phoenix.gov](mailto:security.badging@phoenix.gov)
- Web: <https://skyharbor.com/badging>



# QUESTIONS?



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skyharbor.com

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 @PHXSkyHarbor



**PHX** PHOENIX SKY HARBOR  
INTERNATIONAL AIRPORT

America's Friendliest Airport®





***PHX DVT EYR***  
**Aviation Business Summit**

The banner features the text 'PHX DVT EYR' in a large, white, italicized, sans-serif font, with 'PHX' and 'EYR' being significantly larger than 'DVT'. Below this, the words 'Aviation Business Summit' are written in a smaller, white, bold, sans-serif font. The entire text is set against a solid dark blue rectangular background.

