General Mitchell International Airport

Authorized Signatory Training & Certification Form

APPLICANT NAME: _____

General Mitchell International Airport (MKE) requires each company to establish an Authorized Signatory who shall be responsible for conducting business with MKE's Airport ID Badging and Public Safety and Security Office. This includes but is not limited to requests for Airport IDs, access media, parking, requests for information and completing audits at the request of the Milwaukee County. Each Authorized Signatory must successfully complete an FBI Criminal History Records Check (CHRC), a Security Threat Assessment (STA), Security Identification Display Area (SIDA) training, and understand the important roles and responsibilities of an Authorized Signatory. Authorized Signatory Training and Certification is required annually, and upon the initial application of an airport ID. Roles and responsibilities are as follows:

1. **MAINTAIN COMMUNICATIONS AND ADHERENCE TO AIRPORT RULES AND REGULATIONS.** Each Authorized Signatory is responsible for reviewing MKE's Airport Rules and Regulations. These rules are available on Milwaukee County's website or at the MKE Airport ID Badging Office. Signatories are responsible for sharing these rules with its employees. Signatories are responsible for updating their contact information, monitoring MKE communication platforms for changes and notices and to ensure such information is shared with its employees, subtenants and/or subcontractors as applicable.

2. **INTEGRITY OF AIRPORT FORMS**. Ensure that <u>all</u> information entered on all MKE ID Badging Forms is complete and legible. Include employee nicknames or aliases. If none, mark "None" in the space provided.

3. **REVIEW THE LIST OF DISQUALIFYING CRIMES.** Review employee Fingerprint Application with special attention to the list of 36 disqualifying crimes. Convictions for any of these crimes stop the application process and the individual is not eligible for an Airport ID that provides access to the secure areas of the Airport.

4. **VERIFY IDENTITY AND EMPLOYMENT ELIGIBILITY**. Verify the employee's identity and employment eligibility status by inspecting employee's documents to determine if they are valid and acceptable to the MKE ID Badging Office. The Department of Homeland Security (DHS) US Citizen and Immigration Service (USCIS) Form I-9 contains the Lists of Acceptable Documents and is available in the MKE ID Badging Office. Employers can use USCIS's program E-Verify, located at www.uscis.gov, to verify the identity and employment eligibility of newly hired employees by electronically matching information provided by employees on the Form I-9, Employment Eligibility Verification, against records available to the Social Security Administration and DHS.

5. **ASSIST EMPLOYEES.** Assist and inform employees of the proper forms of identification, employment eligibility and testing requirements to apply for an Airport ID.

6. **DEACTIVATE ACCESS WHEN ACCESS IS NO LONGER NEEDED.** Immediately notify the 24-hour MKE Airport Operations Center or the MKE ID Badging Office when an employee's access needs are no longer needed. This includes routine and urgent terminations, leave of absence, reassignments, and transition to a new employer.

7. **KEEP RECORDS**. Maintain on file and make available for inspection upon request by the Airport Director, or his/her designee, all records of the identity and employment eligibility investigation of active employees, to include the records of all employees terminated for 180 days after badge termination.

8. **RETURN ID BADGE TO THE MKE ID BADGING OFFICE**. **Within 24 hours collect the Airport ID/access media and return it to the MKE Airport Operations Center or the Airport Badging Office.** *Note: Under the United States Code 46301, any employer who does not collect or make reasonable efforts to collect such badge from the employee on the date that the employment of the employee is terminated and does not notify the airport of such termination within 24 hours shall be liable to the Government for a civil penalty not to exceed $10,000. Furthermore, each employer that has a SIDA Letter of Certification on file with the Airport Badging Office is responsible to ensure that everyone in their employ returns their access media upon termination or determination that unescorted access is no longer required.*

9. **REVOCATION OF AUTHORIZED SIGNATORY STATUS.** Failure to comply with the duties and responsibilities of this Training and Certification Form may result in the revocation of Authorized Signatory status.

By affixing my signature below, I certify that I have completed and understand the training as outlined above, and that I had the opportunity to ask questions and received satisfactory explanations or answers to those questions.

Printed Name	
Signature	
Date	
FOR DEPARTMENT USE ONLY	
Date of Completion	
Trusted Agent Name	
Trusted Agent Signature	

MKE ID Badging Office
(414) 747-4537
Mon-Fri 8AM-5PM
https://badging.mitchellairport.com/

Milwaukee County Sherriff's Office – Airport Bureau
(414) 747-5360
24 hours/day, 365 days/year

MKE Airport Operations
(414) 747-5325
24 hours/day, 365 days/year

Training Room Hours
Monday – Friday: 8AM -5PM (by appointment only)
Monday – Friday: 5PM-6AM (Renewal walk-ins only)
Saturday: 24 hours (Renewal walk-ins only)
Sunday: 12AM-6AM (Renewal walk-ins only)