

Signer Newsletter



Challenging badge holders

All Minneapolis-St. Paul International Airport (MSP) badge holders are required to challenge any individual who is not properly displaying a valid airport identification badge in secure areas.

The badge must be worn above the waist and on the outermost garment. If a badge is not produced, the challenger must notify the MSP Airport Police Department immediately (call 911) and provide a description and location of the individual(s).



When possible, the challenger should stay with the unauthorized individual(s) or keep them in sight. The \$awbucks Program, which is a security awareness initiative at MSP, will award individuals with cash for reporting security violations or suspicious activity.

Concourse passes and tools of the trade



Please review the following processes regarding contractors' use of concourse passes and tools of the trade:

- Concourse passes should be requested for un-badged contractors (the contractors should not be simply escorted).
- A badged employee needs to meet the contractor on the public side – no escort authority is required.
- The badged employee should inspect the tools (prohibited items) and make a list.
- The badged employee will bring the tools through a TSA checkpoint, where the tools are screened by the TSA. The contractor will present his or her concourse pass and identification, and all individuals will be screened by TSA employees.
- The badged employee must maintain control of the tools by monitoring the work the entire time.
- After completion of a job, the badged employee must ensure that all tools (use the list created) that were brought into the secure area leave with the contractor.

- Do not use concourse passes in lieu of the badging process. The maximum number of times an individual can enter the secure side using a concourse pass or an escort is seven.

Unmanned exit technology -- see how it works

Unmanned exit technology is currently operational at Terminal 2 and at the skyway to the InterContinental Hotel. Additional units will be installed at Terminal 1 beginning this fall.

Watch [this video](#) to view examples of the units in operation.

Please note that once you enter the first set of doors, you must exit all the way through the unit and you are not able to re-enter.



Attempting to re-enter the doors is considered an attempted security breach and violators will be prosecuted. Please pass along this information to your staff.

Ways to avoid common authorized signer errors

Avoid these common mistakes:

- Signing applications before they are complete
- Signing applications without reviewing two forms of ID
- Signing applications that have disqualifying crimes checked off; these applications cannot be processed
- Not reviewing applications and IDs before signing the application (addresses don't match, for example)
- Signing blank applications
- Sending employees to the Badging Office without an appointment

Walk-In badging queue overview

- Applicants who are late to their appointments will be turned away. Applicants should be told to be at the office 15-20 minutes prior to their appointment.
- The Walk-in Queue is open 15 minutes before the Badging Office opens. Sign up as early as possible.
- Walk-in Queue appointment times can be extended using the text messages; be sure to read and respond to those.
- If you have questions about the Walk-in Queue, contact the Badging Office, badging@mspmac.org.

Disqualifying crimes

- Encourage applicants to be honest during the interview process. Remind them that the information is public and that we will find out if they have a record of a disqualifying crime. If applicants have questions, contact mSPbackgrounds@mSPmac.org.
- Use page 3 of the badge application as your guide.
- Use public search sites to determine if an applicant may have a record of a disqualifying crime.
- Refer employees who have court documents to us, so that we can verify status. Reach us at mSPbackgrounds@mSPmac.org

Signer portal update

The Signer Portal is currently experiencing issues with the verification code email and the server timing out. Watch for Skype meetings for future demonstrations and training sessions.

We will send out invites by email and additional information will appear in future newsletters.

Email MSPSignerPortal@mSPmac.org with any questions.

Coming soon: The 6th Annual Special Olympics Plane Pull



Consider creating a team of eight people to participate in the 6th Annual Plane Pull to raise money for Special Olympics of Minnesota on Saturday, September 7.

The Plane Pull is held at 7109 Longfellow Ave. on the west side of MSP's airfield.

Visit this page for more details and information on registering a team.

The Plane Pull is a family-friendly event, and all are welcome to attend. Contact [Lieutenant Jason Erickson](#)

with any questions.

Quick Links

[Badging Webpage](#)

[Authorized Signer Information](#)

[Badging Application Signer Guide](#)

[MyMSP News](#)