Signatory Authorized (SA) Information

Signatory Authorized (SA) Responsibilities

¬ **All** SA should be individuals that can be devoted to the position on a full time basis.

- We encourage companies with a large number of employees to have a *secondary SA* added to the company account.

¬ **All** SA are required to:

- Possess a SIDA, AOA, or Sterile **ROC** ID Badge.

- Complete the SIDA Training courses **annually**.
    (Exception: all SA that have a Public badge are not required to complete the SIDA training).

- Ensure all security services are paid accordingly.

- Return unused badges within 48 hours, if deemed no longer needed.

- Complete the badge   audits.

¬ SA must ensure that the information completed by the employee on the Badge Application Form / Renewal Form is accurate to his/her knowledge.

- The Badge Forms must be completed by the employee prior to the SA signing.
- Employees must work for your company.

SA must ensure that "**ESCORT** needed", **AIRDIP**, **ROC DRIVER** is checked when needed.

¬ SA should never sign a blank Badge Form!

- SA should only sign the Badge Forms after verifying all sections are completed by the employee.

- **Incomplete forms will be voided** !

¬ SA must ensure that the employee has 2 forms of proper **I9 approved** identification/documentation when they arrive at the Security Office.

¬ Persons born abroad must bring documentation to reflect their Alien Registration Number and/or U.S. Passport Number.

¬ ¬ SA should inform their employees of the processing timeframes for CHRC and Security Threat Assessment (STA) clearances.

- **7-14 business days**.

¬ Inform employees of what services they will be receiving in the Security Office (i.e. fingerprint, SIDA training, customs seal, badge upgrades, driver training) in order for them to articulate this information to the security staff.

- Inform employees to check the printed badge for accuracy.

- Ensure employees know that they are to receive a receipt for all services rendered.

¬ When you are aware that a badge is no longer in use, or it has been lost you must notify the Security Office immediately at **585-753-7001**, so that the badge can be deactivated.

As The Signatory Authority (SA) I understand all my duties and responsibilities.

_____   _____   _____   _____
<mark>(SA) Signature</mark>   <mark>Printed Name</mark>   <mark>Date</mark>   <mark>Company</mark>

All questions can go to the Airport Security Coordinator
Michael Hunzek
753-7057
mhunzek@monroecounty.gov

Official use only

SIDA Trainer:	**ROC ID #:**
Date SIDA completed:	