



LAX Security Badge Office

AIRPORT POLICE DIVISION

NEWSLETTER

JUNE 2017



AIRPORT SAFETY

As we enter the summer vacation season, everyone needs to be more aware of their surroundings. With the large number of passengers traveling through the airport, it is imperative to be on the lookout for any suspicious activity.

To report a suspicious individual, packages left unattended, or report suspicious activity, call the LAX Airport Police at 310-646-7911.

FINGERPRINT REVIEW

When the authorized signer checks the fingerprint results for the employee, and if the message reads "EMPLOYEE, CONTACT BADGE OFFICE 424-646-5557 ASK FOR FINGERPRINT REVIEW DESK", please make sure that the employee calls that direct line.

Many applicants are contacting the Badge Office's main number at 424-646-5500, and when they request to speak to "Fingerprints", they are transferred to Fingerprint Administration. The Fingerprint Administration team handles pending fingerprint transmissions only. The applicant in this status needs to contact the Adjudication and Confidential Records Unit at 424-646-5557. Please ensure employees are given the correct number of 424-646-5557.

WHAT IS THE ROLE OF YOUR BADGE OFFICE COORDINATOR?

Every organization enrolled in the LAX Security Badge Program has a Badge Coordinator assigned to them. The Badge Coordinator ensures all organizations requiring restricted area access meet Transportation Security Administration (TSA) regulations, in addition to LAWA's Rules and Regulations.

Coordinator responsibilities include:

- Providing information, answering questions and resolving any issues concerning the LAX Security Badge Program
- Monitoring compliance with established regulations
- Enforcing consequences for companies who do not adhere to security regulations
- Ensuring all companies have an operational need to be in secured areas of airport property.
- Facilitating company changes including levels of access in the Badge Program

Whenever questions arise or clarifications are required, organizations should seek the assistance of their Badge Coordinator. In order to assist you in a timely and efficient manner, it is important to contact your Badge Coordinator to schedule an appointment prior to visiting the Security Badge Office.



The Security Badge Office closes on Tuesday, July 4, 2017 in observance of Independence Day.

We will open for business on Monday, July 3, 2017 @ 7:00a.m. and re-open on Wednesday, July 5, 2017 @ 7:00am.

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

Badging Schedule

Monday - Friday

To schedule a badging appointment, please visit our website at: 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

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

To Reach Us

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