



Burbank Bob Hope Airport Badging Office Authorized Signatory Badging Checklist

This checklist will ensure that the authorized signers adequately prepare their badged employees to go through the badging process for new applicants and renewals. In our continuing effort to ensure the best customer service for your new and returning employees, please follow this checklist to ensure that any employees you are sending to the Security Badging Office have all the required and completed documents, ID's, fees, and any additional documents if needed.

SCHEDULING

- Have you scheduled your new or renewal employee's appointment through Appointment Plus? Please go to <https://booknow.appointment-plus.com/3cbqbjjg/> to book an appointment.
- New Applicant Badging is typically a two appointment process dependent on CHRC requirements for the Airport. Typically a Fingerprinting appointment will be required prior to a Badge Testing appointment. All forms and documents are required at time of first appointment.
- Once the employee has been cleared through the CHRC and Security Threat Assessment process, a 30-day notice will be sent to the authorized signer for them to schedule their badge testing appointment.
- Have you verified the employee's badge information and required access to perform their responsibilities at the airport? You will need this to ensure you schedule them for the correct badge in Appointment Plus.
 - *Ex. Color Badge, Escort Authority, Driver Privileges*

BADGING FORMS

- Have you completed all the required forms to ensure this employee is authorized or can be badged with the airport?
 - *Ex. Badge Sponsorship, Badging Request*
- Do you need Badging Forms? If, so go to www.bobhopeairport.com under Airport Authority-Badging Forms and choose from the list the forms you need.

PRIOR TO APPOINTMENT

- Please review his/her completed application to ensure accuracy and completeness.
- Check for Employer Signatures
- Check for Sponsor Signatures if required
- Check for Employee Signatures
 - *(Please Note: All Signatures must be original)*

NEW APPLICANT/RENEWAL APPOINTMENT

- Employee will need 2 ID's from the I-9 *List of Acceptable Documents*
- Employee will need a **Completed White Badge Application with all Signatures**
- Employee will need \$60 for new applicant fees plus \$30 for fingerprint fees (Cash or Credit Only). Renewals will only need \$30 for fingerprint fees if they are required for that year. Please call the badging office to determine what fees will be applied if you are unsure. Unless prior arrangements have been made with the badging office to invoice employer directly.
- All sections of the White Badge Application will need to be completed including the:
 - Employer Information section
 - Badge Information Section
 - Badge Authorization Section

For any questions please contact the Airport Badging Office at (818) 729-2233 or Badging@bur.org