



AUTHORIZED SIGNATORY CERTIFICATION FORM

Each company / agency / organization participating in the JNU Airport Security Program is required to designate an Authorized Signatory to serve as the company representative and liaison between the company, its employees, and Juneau International Airport.

As an Authorized Signatory, you are required to abide by the following standards:

- ➔ I will **IMMEDIATELY REPORT** lost or unaccounted badges to **Airport Police or the Airport Manager's Office**
- ➔ I will **notify the Airport Manager's Office** within 24 hours of disclosure of an employee who has been convicted of **ANY** disqualifying offense listed on the badge application pursuant to 49 CFR 1542.209
- ➔ I will **NEVER SIGN** a blank or incomplete Airport Security Form or Badge Application
- ➔ I will request and maintain only the appropriate access levels and driving privileges for employees of the company
- ➔ I will sign and certify the accuracy of all completed applications / forms submitted to the JNU Airport Badging Office
- ➔ I will ensure that all Airport JNU identification Badges are **IMMEDIATELY CANCELLED AND RETURNED** to the JNU Airport Badging Office or JNU Airport Manager's Office **UPON SEPARATION / TERMINATION OF EMPLOYEES** from the company
- ➔ I will only request airfield driving endorsements for individuals with a need for vehicular access to the airfield at JNU
- ➔ I will respond to Airport Security and TSA audits and requests for information within the designated time frame
- ➔ I will ensure company applicants are trained on, understand, and remain compliant with, applicable TSA regulations, the Rules and Regulations governing the JNU Airport Security Program.
- ➔ If applicable, I will provide JNU Airport Badging Office with a true, accurate, and complete Fingerprint Certification Form for applicants and oversee the background check process for applicants
- ➔ I will instruct applicants to provide the appropriate and valid forms of identification and documentation for fingerprinting, badge issuance and badge renewal
- ➔ I will certify that I have reviewed all applications for accuracy, the applicant has a demonstrated need for the requested access level, and I have approved JNU International Airport to fingerprint and/or badge my employee and bill my company for the appropriate fees (if applicable).
- ➔ I will attest that a specific need exists for providing the individual applicant with the requested unescorted access authority, and the individual applicant acknowledges and understands their security responsibilities in 49 CFR 1540.105(a)

My printed name and signature below is my certification that I have been informed of the above expectations placed on me as an Authorized Signatory at JNU, and I agree to comply with these requirements. I further acknowledge and understand *I must complete annual recurrent Authorized Signatory training upon badge renewal* and ensure that my contact information remains current, at all times, with the JNU Airport Badging Office.

Printed Authorized Signatory (**Full Legal**) Name

Authorized Signatory (**Signature**)

(**Initial**)

Printed Company / Agency Name

Badge Type / Number

Date of Annual Training

Primary Contact Phone Number

Primary Email