

# Signer Bulletin



- Badge audits are due now
- Employees need to keep their security badges visible on winter outerwear
- Laminated ID documents not acceptable
- Remember to renew your contract

---

## Action Needed

### Badge audits are due now



An email went out to Signers a few weeks ago reminding you to visit the Signer Portal and complete the audit that requires companies to confirm the status of each badge issued to your company.

The due date for completing the audit has passed. If you haven't completed the form, we still need to hear from you.

The email with the audit information came from Melyssa Meuli's email account. Please look for that email, or contact her at [Melyssa.Meuli@mspmac.org](mailto:Melyssa.Meuli@mspmac.org) if you need further assistance.

---

## Reminders

### Employees need to keep their security badges visible on winter outerwear

As temperatures start to drop and heavier jackets are pulled from summer storage, improperly displayed security badges become more common at MSP.

Particularly among ramp employees who work outdoors in the cold, badges often are not displayed above the waist and on their outermost layer of clothing, as required. Please remind workers to keep their badges properly displayed.



Also, during extreme cold weather, when temperatures drop below zero, badges may not work properly when scanned on a badge reader. Badges are not permanently damaged by the cold and will work again once they are warmed up in a room-temperature environment. However, please do not use heating devices -- such as radiators or space heaters -- which can damage the chip embedded in the badge.

---

## Laminated ID documents not acceptable



When employees visit Signers to get their paperwork approved for a new badge or a badge renewal, please make sure that their two acceptable forms of ID are not laminated.

Identifying documents or cards – such as a social security card or a birth certificate – can be inserted in a removable plastic sleeve. However, they cannot be laminated.

Airport Police Department employees in the Badging Office need to be able to feel for the raised seal on certain documents and carefully review all forms of ID. Please alert your employees to this requirement to keep documents unlaminated.

---

## Remember to renew your contract

If your company's contract with your airport sponsor expires, the Badging Office can no longer issue badges to your employees. Badges cannot be issued beyond the end of a company contract.

Whether your company is on a short-term contract that will need to be renewed, or a long-term one, Signers can always find their company's contract expiration dates on the Signer Portal. Please closely monitor those dates and start the renewal process in a timely fashion so that the badging process doesn't interrupt staffing plans.



As a Signer, you're tasked with keeping track of contracts and making sure they're valid. Please remember that companies operating at the airport and their sponsors need to work together to keep contracts up to date.

---

## Quick Links

[Badging Webpage](#)

[Authorized Signer Information](#)

[Badging Application Signer Guide](#)

[MyMSP News](#)

[Archive of Badging Bulletins](#)