



# AUTHORIZED SIGNATORY

## RECURRENT TRAINING CERTIFICATION FORM

Each company participating in the DEN Airport Security Program is required to designate an Authorized Signatory to serve as the company representative and liaison between the company, its employees, and Denver International Airport.

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

- I will never sign a blank DEN Fingerprinting and Badge Application or Key Request Form
- 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 and forms submitted to the DEN Airport Security office
- I will ensure that all Airport Identification Badges are immediately cancelled and returned to the DEN Airport Security office upon separation of employees from the company
- I will only request airfield driving permits (RFID, if applicable) for authorized vehicles and individuals with a demonstrated need to access the airfield at DEN
- I will respond to Airport Security and TSA audits and requests for information within the designated time frame
- I have reviewed the Airport Security Authorized Signatory Information Booklet and I will abide by all rules, standards, and policies in the booklet as set forth by DEN Airport Security
- I will ensure company applicants are trained on, understand, and remain compliant with, applicable TSA regulations, the Rules and Regulations governing the Denver Municipal Airport System to include any and all new security changes and regulatory requirements
- If applicable, I will provide DEN Airport Security 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 have approved Denver 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 DEN, and agree to comply with these requirements. I further acknowledge and understand I must complete annual recurrent Authorized Signatory training (computer-based training or classroom) upon badge renewal and ensure that my contact information remains current at all times with the DEN Airport Security office.

\_\_\_\_\_  
Printed Authorized Signatory Name

\_\_\_\_\_  
Authorized Signatory (signature)

\_\_\_\_\_  
Printed Company Name

\_\_\_\_\_  
Badge Number

\_\_\_\_\_  
Date of Training