

## MLB AUTHORIZED SIGNATORY TRAINING CERTIFICATION FORM

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COMPANY NAME OR T-HANGAR #

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WORK PHONE #

Each company participating in the Melbourne Orlando International Airport Security Program is required to designate an Authorized Signatory to serve as the company representative and liaison between the company, its employees, and Melbourne Orlando International Airport (MLB).

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

- ✈ I will maintain and provide the most current MLB Security Identification Badge Application to the employees of the company I represent
- ✈ I will request and maintain only the appropriate access levels and/or driving privileges for employees of the company I represent
- ✈ I will only request non-movement or movement driving privileges for authorized individuals with a demonstrated need to access the airfield at MLB
- ✈ I will instruct applicants to provide the appropriate and valid forms of identification and documentation for fingerprinting, badge issuance and badge renewal
- ✈ I will ensure company applicants are trained on, understand, and remain compliant with, applicable TSA regulations and the MLB Badge Rules and Regulations to include any and all new security changes and regulatory requirements
- ✈ I will attest that I have reviewed all applications for accuracy, the applicant has a demonstrated need for the requested access level, and I have authorized MLB to fingerprint and/or badge my employee
- ✈ I will never sign a blank MLB Security Identification Badge Application or Key Request Form
- ✈ I will sign and certify the accuracy of all completed applications, forms, and audits submitted to the MLB Badge Office
- ✈ I will respond to MLB Badge Office and TSA audits and requests for information within the designated time frame
- ✈ I have reviewed the MLB Authorized Signatory Handbook and I will abide by all rules, standards, and policies in the booklet as set forth by MLB
- ✈ I will immediately notify the MLB Badge Office of any lost or stolen badges or keys
- ✈ I will ensure that all MLB Security Identification Badges and control access keys are immediately revoked and returned to the MLB Badge Office upon separation of employee(s) from the company
- ✈ Maintain an active MLB security badge at all times.
- ✈ I will ensure that my contact information remains current at all times with the MLB Badge office and I understand that it is my responsibility to immediately notify the MLB Badge Office if there are any changes to my status as an Authorized Signer
- ✈ I will not knowingly approve someone for the application process who has been convicted of any TSA disqualifying crimes
- ✈ I acknowledge and understand that the company I represent will be invoiced for any fees and/or fines incurred by the badge applicants, badge holders, or authorized signatories sponsored by me and my company
- ✈ I acknowledge and understand I am required to complete Signatory Authority Training on an annual basis and that if this training is not completed annually; 1) the badges that have previously been authorized for my company or t-hangar may be deactivated and/or revoked, and 2) my signature authorization will not be accepted on any applications until I am in compliance
- ✈ 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 MLB, and I agree to comply with these requirements.

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AUTHORIZED SIGNATORY SIGNATURE (Blue Ink Only)

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PRINTED NAME

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SIGNATORY AUTHORITY TRAINING (SAT) DATE

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BADGE NUMBER

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E-MAIL ADDRESS