

ID/ACCESS CONTROL OFFICE

NEWSLETTER JULY 2022



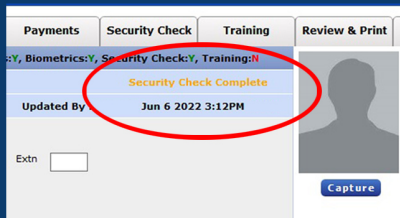
Did you know ?

Employees must visit the Airport ID/Access Control Office within 30 days of their security clearance date to have their ID Badge printed.

If employees do not complete training and pick up their ID Badge within 30 days of their security clearance results, they will have to restart the background security check process and will be charged the applicable fees.

Authorized Signatories can check the status of an employee's background security check by:

1. Logging into the SAFE Authorized Signatory Portal
2. Open the employee's profile
3. The employee status bar is to the left of the photo. If the employee's security check has cleared, the status bar will indicate 'Security Check Complete' or 'Ready to badge'.



Do you need help? Call us!

949-252-5250

NAME & ALIASES

When filling out the ID Badge Application, an employee's complete name must be entered on the application for the background process to run effectively.

If the employee has used any other names on official documents, it is important to record all other names in the "Alias" section to prevent delays. If names are provided differently on multiple documents of identification, we will opt to go with the name on a Federal issued ID (if provided) over a state-issued Driver's License. Federal issued ID's are more accurate than other forms of identification.

New Applicant Step 1 of 2

General Details

UPID

Last Name* Alias

First Name*

Middle Name

PAYMENTS

For a quick and easy visit to the ID/Access Control Office, please make sure ID Badge Applicants or a company representative is available, in-person, to provide payment. Advise them whether the company pays or the employee pays, as well as the amount that will be charged. Some employees may be under the impression that the company pays for all services.

On many occasions, employees call their employers in the middle of the appointment to verify the payment process. Unfortunately, this delays the check-in process and holds up the line in our office.

Employers need to be aware of an employee's appointment time and should be in our office ready to process payment at that time. We will not proceed with processing the employee unless the company pays at the time services are rendered.